



Student Data Collections Desk Guide

Office of Data Management

August 2015

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Purpose

The purpose of this desk guide is to assist school districts with the data entry required for timely and accurate State and Federal reporting. This document will touch on the main data collection periods throughout the year which include:

- ❖ Fall Enrollment State Aid/Fall Enrollment Census Count
- ❖ Students with Disabilities December Child Count
- ❖ Accountability

The Department of Education currently contracts with Infinite Campus for our Student Information Management System. Districts **MUST** strive to keep their student data accurate at all times. In addition to the above listed data collection periods, student data is also extracted throughout the school year for additional items such as:

- ❖ Federal reports such as the Consolidated State Performance Report
- ❖ Mandatory EDFacts reporting
- ❖ To create Pre-ID labels for the Assessment tests for districts
- ❖ To compute Attendance/Graduation rates/Completer rates and Dropout identification
- ❖ To populate other systems such as SDMyLife/Emetric/SD-STARS and Perkins
- ❖ To comply with requirements for the Federal Perkins Loan Teacher Cancellation program in order to assist teachers in obtaining loan cancellation services.

YOUR DATA IS IMPORTANT!



Definitions

Admission Date – the month, day and year on which a student is admitted to a school or an educational institution.

December Child Count – the unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an individualized education program (IEP) or service plan on December 1st of each year.

EC – Early Childhood - Students not yet enrolled in Kindergarten but who are receiving only Special Education services from the school district should be entered into the Student Information System using the “EC” as the grade level in the grade level field. Attendance is not required for the “EC” students.

Exit/Withdrawal Date - the month, day and year of an individual’s last attendance in school; for a graduating student it is the last day of the school year (even if the seniors are dismissed a few days early) unless the student is graduating early and then it would be the last day the student is required to attend.

Fall Enrollment Census Count – this is a head count of students enrolled in pre-school through twelfth grad in all schools operated by the school district on the last Friday of September of the current school year. The Fall Enrollment Census Count is used for statistical comparisons and trends. This count is also used for a number of federal reports and grant allocations.

Fall Enrollment State Aid– per § 13-13-10.1 - the number of kindergarten through twelfth grade students enrolled in all schools operated by the school district on the last Friday of September of the current school year minus the number of students for whom the district receives tuition, except nonresident students who are in the care and custody of a state agency and are attending a public school and students for whom tuition is being paid pursuant to § 13-28-42.1, plus the number of students for whom the district pays tuition. When computing state aid to education for a school district under the foundation program pursuant to § 13-13-73, the secretary of the Department of Education shall use either the school district's fall enrollment or the average of the school district's fall enrollment from the previous two years, whichever is higher.

Jr. Kindergarten Student – a student enrolled in a Jr. Kindergarten program would be considered the same as a Kindergarten student for data collection purposes. The student must be at least 5 years old by September 1st to be counted for State Aid funding purposes.

Pre-School Student – per 24:17:01:07 – For the purpose of data collection, a preschool student is defined as a child who is at least three years of age on or before September 1st, is not enrolled in kindergarten, and is receiving educational services from a public school district for a minimum of 128 hours. A full-time preschool student is a student who is enrolled in a program that operates at least 448 hours per year. For purposes of this data collection, students enrolled in programs operated for a lesser time shall be reported on a prorated basis as a percentage of 448 hours. All public school districts operating a preschool program shall report student data for preschool students including attendance data. This definition is intended exclusively for data collection and should not be used for any other purpose.

South Dakota Codified Laws

SDCL 13-3-51: It shall be the duty of the secretary of the department of education to establish a uniform system for the gathering and reporting of educational data for the keeping of adequate educational and financial records for the evaluation of educational progress.

SDCL 13-15-31: Agreements for whole-grade sharing of students--Conditions. Notwithstanding the provisions of § 13-5-1, the school board of any school district may enter into an agreement or contract with one or more school boards of other school districts to provide for the whole-grade sharing of students among the participating school districts if:

- (1) The school district offers an instructional program within the boundaries of the school district; and
- (2) The school district meets the minimum fall enrollment requirements pursuant to § 13-6-97. For purposes of §§ 13-15-30 to 13-15-32, inclusive, whole-grade sharing is a sharing arrangement for students among participating school districts that allows the resident students at any one or more grade levels within one school district to attend school in one or more of the other participating school districts. The whole-grade sharing may be one-way whereby a participating school district sends all of its students at one or more grade levels to attend school in one or more of the other participating school districts without receiving any students in return.

The whole-grade sharing may also be two-way whereby a school district sends all of its students at one or more grade levels to attend school in one or more of the other participating school districts, and in return receives students at one or more grade levels from one or more of the other participating school districts.

SDCL 13-15-31: Approval and adoption of agreements for whole-grade sharing of students--Term--Termination--Requirements. Any agreement or contract entered into pursuant to § 13-15-30 shall be approved by the secretary of education and shall remain in effect for a period of at least three years. It shall provide for the sharing of governance among the participating school districts. The school board of each participating school district shall adopt the contract or agreement no later than February first of the school year proceeding the school year for which the agreement will take effect. The contract or agreement may be terminated by any participating school district if that school district provides written notice to the other participating school districts at least eighteen months prior to the termination. The contract or agreement shall adhere to the following provisions:

- (1) Students at one grade level within a school district are only eligible to attend school in another participating school district if all the students at that particular grade level within the school district are sent to another participating school district. The school boards of the participating school districts shall determine which students and which facilities will be shared under the terms of the agreement;
- (2) The participating school districts may negotiate the rate of tuition that will be charged for any student sent to attend school in another participating school district. However, the rate of tuition per year may not be less than the per student allocation as defined in § 13-13-10.1 for that school fiscal year;
- (3) The fall enrollment as defined in § 13-13-10.1 for each participating school district shall include any students that the school district sends to another participating school district to attend school, and may not include any students that are sent to the school district to attend school from other participating school districts;
- (4) For the purposes of determining adequate yearly progress under the state's accountability system established in § 13-3-62, and calculating the graduation rates, any student sent to another participating school district to attend school shall be counted in the receiving school district; and

(5) For the purposes of state aid for special education, the school residence of any student in need of special education or special education and related services who is sent to a participating school district to attend school remains with the sending school district. However, both the sending and the receiving school districts shall agree upon the student's individualized education program.

SDCL 13-26-1. The school fiscal year shall begin July first and end June thirtieth. Each local school board shall set the number of days in a school term, the length of a school day, and the number of school days in a school week. The local school board or governing body shall establish the number of hours in the school term for kindergarten programs, which may not be less than four hundred thirty-seven and one-half hours. The number of hours in the school term for grades one through five may not be less than eight hundred seventy-five hours, exclusive of intermissions. The number of hours in the school term for grades six through twelve may not be less than nine hundred sixty-two and one-half hours, exclusive of intermissions. An intermission is the time when pupils are at recess or lunch **and for grades six through twelve, the passing time between classes.**

SDCL 13-26-4: Teacher-parent conferences counted as hours in session. A school may have teacher-parent conferences during the school year and not more than 16.5 hours may be counted as hours in session.

SDCL 13-26-4.1: In-service training. The school board may designate a maximum of 5.5 hours of the 16.5 session hours provided for in § 13-26-4 as in-service teacher training.

SDCL 13-28A-9: Student from resident school district not receiving state aid--Enrollment in bordering state without payment to state prohibited. Any student whose resident school district does not receive state aid to education under the provisions of chapter 13-13 or 13-37 may not open enroll in the district of a bordering state unless the student's resident school district pays the State of South Dakota an amount equal to the per student allocation as defined in chapter 13-13 or 13-37 for each student open enrolled to a bordering state.

SDCL 13-28-2: Kindergarten enrollment eligibility--Transfer from another state. Any child who is five years old on the first day of September is eligible for enrollment in kindergarten during that school year. Any child who transfers from another state may proceed in a continuous educational program without interruption.

SDCL 13-28-43: Transfers to a school district other than the resident school district under the provisions of § 13-28-40 to 13-28-47, inclusive, may only take place prior to the last Friday in September during the first semester of any school year, and prior to the last Friday in January during the second semester of any school year. If a first semester, the transfer will occur at the start of the second semester. If a school district approves an application for such a transfer after the deadline in the second semester, the transfer will occur at the start of the following school year.

South Dakota Administrative Rules

24:05:17:09: Return of information. Local education agencies shall return information on counting eligible children to the Office of Data Collection. Each local school superintendent shall certify in writing that the information provided is an accurate and unduplicated count of children with disabilities receiving special education or special education and related services on December 1 of each school year. If December 1 falls on Saturday or Sunday, the count shall be taken on the first working day following the weekend.

24:17:01:06: Percent of Day Enrollment. For the purposes of reporting day enrollment, a full-time student or 100 percent enrolled student is any student who is carrying a full course load. The term, full course load, means any student who is enrolled in at least five courses or is scheduled for a full school day. The term, full school day, means the amount of time in the day between the start and end of classes during an average school day. If any student is enrolled in less than five classes or does not attend school for the full school day, the student shall be reported based on the percentage of classes taken or the portion of the full school day that the student is in school.

24:17:01:07: Definition of preschool for data collection purposes. For the purpose of data collection, a preschool student is defined as a child who is at least three years of age on or before September 1st, is not enrolled in kindergarten, and is receiving educational services from a public school district for a minimum of 128 hours. A full-time preschool student is a student who is enrolled in a program that operates at least 448 hours per year. For purposes of this data collection, students enrolled in programs operated for a lesser time shall be reported on a prorated basis as a percentage of 448 hours. All public school districts operating a preschool program shall report student data for preschool students. This definition is intended exclusively for data collection and should not be used for any other purpose.

24:17:03:01: Requirement to submit student record form. Each accredited school district shall report, for each student attending school within the school district, detailed information on the student as requested by the secretary on the student record form.

24:17:03:02: Student data submission. The due date for submission of the fall student data through the student information system is 15 days following the last Friday of September of each school year. State aid fall enrollment count is final on the last business day of October and no additional students may be added after this date but may be removed if found to be reported in error. The December child count data is due 10 days following December 1 of each school year. If a due date falls on a weekend or state holiday, the due date is the next business day following the scheduled due date. The final student record forms for each school year must be submitted no later than the second Friday in June of each school year.

24:17:03:03: Extension of deadlines. The secretary may extend any of the deadlines contained in this chapter. The extension may be on a case-by-case basis or a blanket extension for all school districts required to submit the forms. Blanket extensions shall be granted if the state's reporting format fails for a significant amount of time. Individual extensions may be granted upon written request signed by both the chief executive officer and board president of the school district if the district experiences unforeseeable extenuating circumstances.

24:17:03:04: Department review of student records. Department staff shall review all student record

forms to verify the accuracy of the data reported. Except as provided in this chapter, no student may be reported as attending more than one attendance center for the same period of time.

24:17:03:05: Exception to nonduplicative dates requirement. Any residentially placed student reported as attending a short-term group care education program may be reported as attending another attendance center for the same period of time, not to exceed 90 consecutive school days. After attending for more than 90 consecutive school days, the student must be dropped on the ninety-first day from the count of the attendance center at which the student was enrolled prior to being enrolled in the short-term group care education program.

24:17:03:06: Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

24:17:03:08: Requirement to submit calendar data. All school calendars are due by the last Friday in August. The minimum data reporting requirements for a school calendar are as follows:

- (1) Start date of school year;
- (2) End date of school year;
- (3) Grade levels;
- (4) School terms in quarters, semesters, or trimesters; and
- (5) Periods
- (6) Complete a Day Reset

24:17:03:09: Student enrollment dates. Enrollment start date of a student is determined on the day, month, and year on which a student is admitted to a school or educational institution to include preschool. An enrollment end date is the day, month, and year of a student's last attendance in the school. The end date for graduating students shall be the last calendar day of the school year unless the student graduates early, in which case the student is counted on the last required day of attendance.

SECTION I - FALL ENROLLMENT

TIMELINE

In accordance with 24:17:03:02 and 24:17:03:08 – Fall Enrollment student data must be reported in the Statewide Information Management System according to the below timelines:

Calendar Data: All school calendars for all attendance centers must be entered or uploaded into Infinite Campus by the **last Friday in August**. This includes a Home School calendar even if you do not have any Home Schooled students.

Fall Data: All student enrollments must be entered or uploaded into Infinite Campus **no later than 15 business days following the last Friday of September**.

State Aid Fall Enrollment Count: Is final on the last business day of October. No students may be added (to the State Aid Fall Enrollment) after this date but students may be removed if found to be reported in error.



REQUIRED DATA ELEMENTS FOR INFINITE CAMPUS DISTRICT EDITION AND STATE EDITION SCHOOLS

CALENDARS

The first step in making sure your Fall Enrollment data is entered accurately is by creating a calendar for **EVERY** attendance center in your district. All school calendars are due by the last Friday in August according to 24:17:03:08. Additional information regarding how to create a new calendar or modify an existing calendar in Infinite Campus can be found on the Campus Community at the following link:

<https://community.infinitecampus.com/kb/display/DOC/Calendar+Wizard>

Please contact your district's Infinite Campus Tech Coordinator if you have any trouble accessing the information at the above link.

Please note: Both District Edition and State Edition users MUST roll forward their calendar information from school year to school year. State Edition users do not have the functionality to roll forward their students; therefore Infinite Campus will roll forward your students after you have completed the calendar roll forward function.

Important Calendar elements which **MUST** be entered include:

- A calendar must be entered for **EVERY** attendance center including Home School, Pre-School, Sped Out of District Placement and Private School.
- Check your school calendar dates and your student day minutes. The path is: Index>System Administration>Calendar>Calendar. At a bare minimum, your calendar must include the following:
 - Start date of the school year
 - End date of the school year
 - Student Day (instructional minutes) – It is important that this information is correct as your attendance for Accountability is determined by the information in this field.
 - Whole Day Absence (minutes)
 - Half Day Absence (minutes)
 - Type
 - Summer School – Only check if this is a Summer School calendar.
 - 4 Day School Week – Only check this area of the calendar if the entire district is operating a 4 day school week.

15-16 Carthage High School

Calendar Grade Levels Schedule Structure Terms Periods Days

Save

Calendar Info

Calendar ID
26

***Name**
15-16 Carthage High School

***Start Date**
08/20/2015

***End Date**
05/19/2016

Student Day (instructional minutes)
371

Whole Day Absence (minutes)

Type
I: Instructional

A: Alternative
B: Homebound
H: Homeschool
I: Instructional
O: Other
P: Private
R: Residential
S: Summer School
X: Outside District

School
01 Carthage High School (schoolID:6)

Number

Summer School
☐

Exclude
☐

School Choice
☐

4 Day School Week
☐

Teacher Day (minutes)
371

Half Day Absence (minutes)

Title 3
☐

Check if this is a summer school calendar

If your District is utilizing a 4-day week, please put a check mark in this box.

Make sure that the appropriate calendar type is selected for every calendar. If it is a Home School calendar, be sure to select Home school.

Make sure that all grade levels that are being served within your facility are entered under the **Grade Levels Tab**. A district must then map its entire local grade levels to the state grade levels. It is the districts responsibility to make sure that the grade levels are mapped accurately.

15-16 Carthage Elementary

Calendar **Grade Levels** Schedule Structure Terms Periods Days

New Save Delete

Grade Level Editor

Name	Seq
PK	0
K1	1
KG	2
01	3
02	4
03	5
04	6
05	7

Make sure your grade levels are sequenced correctly.

Grade Level Detail

Name (locked)
PK

***Sequence Number**
0

***State Grade Level Code**
PK: Pre-Kindergarten

EC: Early Childhood
PK: Pre-Kindergarten
K1: Junior Kindergarten
KG: Kindergarten
01: First Grade
02: Second Grade
03: Third Grade
04: Fourth Grade
05: Fifth Grade
06: Sixth Grade
07: Seventh Grade
08: Eighth Grade
09: Ninth Grade
10: Tenth Grade
11: Eleventh Grade
12: Twelfth Grade

Exclude from state reporting
☐

Exempt from Assignment
☐

Standard Code (SIF code)

Exclude from SIF reporting
☐

This name field must match the state grade level code.

Do you operate on quarters, semesters, trimesters, etc.? Make sure that the start and end dates of your terms are correct on the **Terms Tab**.

Calendar Grade Levels Schedule Structure **Terms** Periods Days Overrides

Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name
Quarters

Term Schedule Detail

*Name Primary
Quarters ☒

Term Detail

*Name	*Sequence	*Start Date	*End Date
X Q1	1	08/20/2015	10/16/2015
X Q2	2	10/19/2015	12/20/2015
X Q3	3	01/22/2016	03/19/2016
X Q4	4	03/22/2016	05/19/2016

Add Term

Make sure that the start and end dates of your quarters, terms, etc are correct. You may need to adjust them during the school year.

On the **Period Tab** enter your period schedule for a day. When entering the period minutes you cannot overlap minutes. Also, you are not allowed to count lunch or recess minutes. Once you have entered your period schedule, it will automatically calculate the instructional minutes for you.

Infinite Campus District Edition Sandbox Test Site

Year 14-15 School All Schools Calendar 14-15 Carthage Middle School

Index Search Help < **14-15 Carthage Middle School**

Calendar Grade Levels Schedule Structure Terms **Periods** Days Overrides

Save Period Schedules New Period Schedule Delete Period Sched/Periods

Period Schedule/Periods Editor

Name
1

Period Schedule Info

*Name	*Sequence	Instructional Minutes	School Day
1	1	380	380

The Instructional Minutes on the periods tab should match the Student Day (instructional minutes) fields

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional
X 1	1	08:20 AM	09:02 AM	0	<input type="checkbox"/>
X 2	2	09:05 AM	10:02 AM	0	<input type="checkbox"/>
X 3	3	10:05 AM	11:02 AM	0	<input type="checkbox"/>
X 4	4	11:05 AM	11:50 AM	0	<input type="checkbox"/>
X 5	5	12:20 PM	01:27 PM	0	<input type="checkbox"/>
X 6	6	01:30 PM	02:27 PM	0	<input type="checkbox"/>
X 7	7	02:30 PM	03:25 PM	0	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 14-15 School Year

Exclude non-instructional periods
Exclude non-instructional minutes
Exclude time gaps between periods

School Day Preference for 14-15 School Year

Exclude non-instructional periods
Exclude non-instructional minutes
Exclude time gaps between periods

You will need to make sure that your preferences are set correctly.

SDCL 13-26-1
An intermission is the time when pupils are at recess or lunch and for grades six through twelve, the passing time between classes.

Counting Instructional Minutes
You are not allowed to count a class that is being held prior to the start of school, home room, lunch, recess, passing minutes, or after school tutor session as instructional minutes

If the Instructional Minutes are not calculating correctly you will need to check your preferences on System Administration>Calendar>School Years . The instructional minutes should read the same on the calendar tab as they do on the period tab.

15-16 Carthage Middle School

Calendar Grade Levels Schedule Structure Terms Periods **Days** Overrides

Day Reset Print Multi Day Event

<< **August 2015** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

▼ Event on this Day

Enter the start and end dates and select the days that should be included in the reset (Monday, Tuesday, etc). Select "Create Days".

Carthage Middle School

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date: 08/20/2015

*End Date: 05/19/2016

Duration: 0

Fill Missing Days Only: ☒

Mon: ☒ Tue: ☒ Wed: ☒ Thu: ☒ Fri: ☒ Sat: ☐ Sun: ☐

Create Days

You will need to edit the start/end dates of the terms and any vacation days, etc. You can also set up day events such as Parent Teacher Conferences, In-Service Days, Holidays, etc. A “Day Reset” will need to be done for every calendar that you have in your District. If a “Day Reset” is not done, your numbered calendars days will not start over for the new school year.

15-16 Carthage High School

Calendar Grade Levels Schedule Structure Terms Periods **Days** Overrides

Save Day/Day Events Delete Day/Day Events Day Reset Print Multi Day Event

<< **August 2015** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

▼ Event on this Day

Day Detail

Date: 08/20/2015 Day #: 1

Period Schedule: High School

☒ School Day ☒ Instruction ☐ Attendance

Start Time: End Time: Duration: 0

Comments: In-Service -- No students

Day Events

Type: IO: In Service Optional Duration Inst. Minutes: 0 330

- AD: Abbreviated Day
- FD: First Day of School
- CH: Holiday - Christmas
- OH: Holiday - Other
- SH: Holiday - Spring Break
- IS: In Service
- IO: In Service Optional**
- SI: Inclement Weather
- LD: Last Day of School
- PT: Parent-Teacher Conference
- TV: Teacher Vacation
- ED: Early Dismissal
- FR: Friday Schedule

You are allowed to count up to, but not exceed 5.5 hours for In-Service. If holding In-Service prior to the start of school, you will only check the boxes for School Day and Instruction. The attendance box is left blank because the student were not in session.

Enter the number of minutes that you are counting as instructional for that day.

STUDENT ENROLLMENTS

In order to process accurate payments and get accurate Fall Enrollment counts, it is absolutely necessary that districts enter **ALL** student enrollments including Home Schooled, Sped Out of District, Early Childhood and Preschool students into Infinite Campus in a timely manner. Students not yet enrolled in Kindergarten but who may be enrolled in a preschool program must be entered into Infinite Campus using the PK as the grade level in the grade level field. Students must be at least 3 years of age prior to September 1st to be considered a preschool student. Students who are not enrolled in Preschool or Kindergarten but who may be receiving only Special Education services through your school district must be entered into Infinite Campus using the EC as the grade in the grade level field.

School districts are required to take attendance for all preschool (PK) students. Attendance is not required

for those young students receiving only Special Education services (EC). Attendance for preschool students is required for ALL school districts for the proper payment of Impact Aid funding.

Enrolling a Student

To enroll a student you will go to Index>Student Information>Student Locator. Remember, if a student is transferring to your district from another SD district, the student should appear when you do a student locator search. If the student does not appear after the first search, try again using the “All People” search criteria. If you are still not able to locate the student, check and see if the student goes by a nickname or a different last name. If you still are unable to find the student in Infinite Campus and you know for certain that the child previously attended school in South Dakota, call DOE Data Management at 605-773-3248 for assistance.

Student Locator

Student Search

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. The user must enter the St Select a student from the list or click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to

Last Name: Sky
First Name: Clear
Gender: F
Birth Date: [Calendar Icon]
Middle Name: [Empty]
SSN #: [Empty]-[Empty]-[Empty]
State ID: [Empty]

Search-->

1. Enter the necessary search criteria. Click search.

Name	State ID	Gender	Birth Date	%
No matches found				

If the student has been enrolled in a SD school, they should appear in this box. It will also tell you where their last enrollment was.

If the student doesn't appear in this box, you will need to create a new student. Click here

If you believe that this student is already in the system, but they are not coming up, please contact the Data Management Office and we can assist in finding them.

Create New Student >

Identity Info

*Last Name Sky *First Name Clear Middle Name Suffix

*Gender Female *Birth Date 2/3/1999 Soc Sec Number NO ACCESS

Race/Ethnicity

*Is the individual Hispanic/Latino? N: No

*Is the individual from one or more of these races? (check all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White

*State Primary Race WH: White, not Hispanic

Race/Ethnicity Determination

Birth Country

Date Entered US Date Entered US School Birth Verification

Date Entered State School

Home Primary Language Select a Value

Nickname

Comments

Enter all applicable information into the Identity and Enrollment Detail editors. Then click save.

All fields in **RED**----are required fields. You can't save the record until you populate those fields.

These fields should only be completed if the student is eligible for LEP/ELL services.

Enrollment Tab

Much of the information DOE needs to complete its state and federal reporting comes from data fields found on the Enrollment Tab. Below you will find screen shots of the Enrollment Tab along with the required data fields and possible entries highlighted.

Save Delete Print Enrollment History

07 P 12-13 Carthage Middle School (100%)

General Enrollment Information

Calendar 14-15 Carthage High School Schedule (read only) Main

*Start Date 08/26/2014 No Show End Date

Start Status 00: Current Student Do not use Last day of attendance

The start date is the first day that the student is receiving instructions.

Future Enrollment

Next Calendar

State Reporting Fields

*Resident District Alpena 36-1: 36001

*Serving (Attending) District Alpena 36-1: 36001

Gifted N: No 504 Plan

Enter the appropriate Grade Level. If this is a young child attending preschool or receiving special education services through your school district, you will need to use the following grade levels.
PK-attending a traditional preschool
EC-receiving special services

*Grade 09 Use when retaining a student.

End Action Class Rank Exclude

End Status *Service Type P: Primary

Indicate whether this is:
P-Primary Enrollment
S-Partial
N-Special Ed. Services
Use when a student is attending a private school, but receiving services at the public school. Also, use when placing a student in the SPED/Out of District Placement School.

01: Expelled, didn't return to any school
02: Discontinued education - dropped out
03: In-state School Transfer
04: Student graduated
05: Student died
06: Committed to institution
07: Reached maximum age for special-ed
08: Out-of-state School Transfer
09: Colony student > grade 8 - religious exemption
10: Student retained
11: Student continues
12: Persistently Dangerous Transfer
13: School Improvement Transfer
14: Home School Transfer
15: Suspended
16: Home School Completer
17: Discontinued education - completed GED
18: Discontinued education - exceeds compulsory age

Definitions for the exit codes are listed below.

Absent Days

Exit Codes:

- 01: Expelled, didn't return to any school (the action of the school board that terminates a pupil's membership in school for not more than 12 consecutive months)
- 02: Discontinues education – dropped out (any student that is under the compulsory age of 18)
- 03: In-state School Transfer (transferring to your district from another SD district)
- 04: Student graduated (a student who has attained sufficient credits to receive a regular high school diploma)
- 05: Student Died
- 06: Committed to institution (student is being served at: SD Human Services, State Penitentiary or SD State Treatment Center (STAR))
- 07: Reached maximum age for special ed (21 years of age)
- 08: Out of state School Transfer (student moving out of state)
- 09: Colony student – (religious exemption)
- 10: Student retained
- 11: Student continues
- 12: Persistently Dangerous Transfer (pertained to NCLB)
- 13: School Improvement Transfer (pertained to NCLB)
- 14: Home School Transfer (student leaving public school and transferring to Home School)
- 15: Suspended (the exclusion of a pupil from a class or classes for not more than 90 day)
- 16: Home School Completer (student completes their Home School course work)
- 17: Discontinued education – completed GED (a student is considered a drop out until they have received their GED)
- 18: Discontinued education – exceeds compulsory age (18 years of age)

The screenshot shows a 'State Reporting Field' form with several sections and callouts:

- Resident District of the Student:** A dropdown menu showing 'Alpena 36-1: 36001'.
- County:** A dropdown menu showing 'Jerauld'. A callout explains: 'County where student lives - This information is forwarded the Office of School & Public Lands and used for funding purposes so it is important that this is correct'.
- Citizenship:** A dropdown menu showing '1: US Citizen'. A callout lists options: '1: US Citizen', '2: Foreign Exchange Student', '3: Immigrant'.
- Serving (Attending) District:** A dropdown menu showing 'Childrens Home Society: 49320'. A callout explains: 'District where student is attending'.
- Enrollment Status:** A dropdown menu showing 'P: Tuition Paid by District'.
- Percent Enrolled:** A text field showing '100'. A callout explains: 'You MUST enter the % the student is enrolled in your school district. If the student is 100% enrolled in your school district, enter the digits 100. Do not use decimal points. If the student is dually enrolled in more than one school district, one of the enrollments must be greater than 50%'.
- Homeless Status:** Checkboxes for 'State Exclude' and 'First Year in Country'.
- LEP Status:** A dropdown menu with a star icon.
- Meal Status:** A dropdown menu with a star icon.
- Last Enrollment Information:** Checkboxes for 'Title 1 Reading' and 'Title 1 Vocational'.
- Enrollment Status Legend:** A list of codes: B: Placed and Paid by Tribal, C: Contracting Student, E: Placed and Paid by DSS, G: Whole Grade Sharing, **J: Placed and Paid by Correct**, M: Parentally Placed in Private, O: Open Enrollment, P: Tuition Paid by District, T: Tuition Paid by Other, W: Tuition Waived.

Enrollment Status – Definitions

B: Placed and Paid by Tribal

- Used by BIE schools.

C: Contracting Student

- Use if your district contracts students to an out-of-state educational program or your district receives students from a contracting district.

E: Placed and Paid by DSS

- Use when the student is placed by the Department of Social Services.
 - If the student is a Foster Child placed with a family in your school district this Enrollment Status code SHOULD NOT be used. A Foster Child should be coded as any other resident student in your school district.

G: Whole Grade Sharing

- Refer to SDCL 13-15-31 (All school districts shall adopt the contract or agreement no

later than February 1st of the school year proceeding the school year for which the agreement will take affect).

J: Placed and Paid by Corrections

- Use when the student is placed by the Department of Corrections (Most of these students will be at STAR Academy).

M: Parentally Placed in Private

- Use when the student is attending a private school.

O: Open Enrollment

- Use when a student lives in one South Dakota school district but chooses to attend another South Dakota school district.*
- Use for “cross-border” enrollments with North Dakota and Minnesota. **

P: Tuition Paid by District

- Use when the resident district is paying for the student’s placement in another school district/facility.
- Use for an Iowa student enrolling in South Dakota.**

T: Tuition Paid by Other

- Use for a South Dakota student enrolling in Iowa. **
- Use to code School for the Deaf students that are attending Brandon Valley and Harrisburg.**

W: Tuition Waived

- This code is used for students attending the School for the Blind.

Enrollment % Changes during the School Year

During the course of the school year a student’s enrollment percentage may change for a number of reasons. A student may add a class, drop a class, or their resident district may have changed, etc. In order for ADM to be calculated correctly, it is important to maintain a history of all enrollment records with the different enrollment percentages.

When a change occurs that impacts the percentage of time a student is enrolled, the original enrollment record must be ended (using 11 – student continues) as the end status and a new enrollment record created with the new enrollment percentage. In order to maintain the schedule and attendance information, it is important to create the new enrollment first before ending the old enrollment. The creation of the new enrollment record is required to maintain the history of the student’s enrollment records through the school year.

Open Enrollment

If at any time during the school year, a student who is Open Enrolled has a change of address which results in a change in their resident district, the previous enrollment record must be ended and a new enrollment

record established to correctly identify the student's current resident school district and correct county of residency. Having this information correct is important for proper payment of State and County Apportionment funding (both are based on the resident district and/or county rather than serving district).

Enrollments for Jump Start Scholarship

For a student to be eligible for the Jump Start Scholarship, the student must graduate from high school in three academic years. Districts should progress the student through all grade levels (9, 10, 11 and 12) and the progressions should occur as the credits are earned. A student should not be exited from a high school with a 04: (student graduated) when their enrollment record shows that they are an 11th grader, as they must progress through all grade levels within three academic years.

Enrollments for Black Hills On-Line Learning and DIAL

For enrollment/state-aid purposes, these students are treated like every other "traditional" student in the district. For school districts agreeing to participate in these alternative education programs, the district is agreeing to be accountable for these students in all capacities just like every other student in their district. This means the student must be enrolled as of the last Friday in September for the school district to receive State Aid for that student. The school district is responsible for attendance, annual standardized testing, providing SPED services, etc. These students will be included in all Accountability determinations for the school and district that they are enrolled in.

For those districts accepting Open Enrolled students into this program, all normal open enrolled paperwork must be completed and on file.

Black Hills On-Line Learning or DIAL and Infinite Campus

1. Students participating in this on-line program must have an enrollment record in Infinite Campus in the general education calendar (elementary, middle school, & high school) in the school that the student will be attached to. These students ARE NOT included in any Home School calendar. You will not be allowed to create a new calendar to house these students.
2. The student will be coded as 100% enrolled.
3. This will be considered the student's Primary enrollment.
4. These students MUST be tested. You will need to work directly with Jan Martin, SD DOE Assessment Coordinator, to ensure all testing requirements are met.
5. Attendance is required however these students are to be entered with the absent/exempt attendance code. This needs to be set up in your attendance codes. See below screen print.

Enrollment Record of a student who is a resident within your school district and participating in Black Hills On-Line Learning or Dial

Kennedy, Marilyn K
Grade:05 #117181864 DOB:10/16/2001 Gender:F

Summary | **Enrollments** | Flags(formerly Programs) | Assessment | Behavior | Graduation | Records Transfer | Accountability

Save X Delete Print Enrollment History New

General Enrollment Information

Calendar: 12-13 Hot Springs Elem
 *Start Date: 08/20/2012
 Start Status: 00: Current Student
 Schedule (read only): Main
 *Grade: 05
 Class Rank Exclude: ☐
 *Service Type: P: Primary

Future Enrollment: Next Calendar, Next Schedule Structure

State Reporting Fields

*Resident District: Hot Springs 23-2: 23002
 *County: Fall River
 *Serving (Attending) District: Hot Springs 23-2: 23002
 Enrollment Status:
 *Percent Enrolled: 100
 Absent Days:
 Homeless Status:
 Title 1:
 Title 1 Reading, Title 1 Supporting Guidance, Title 1 Social Science, Title 1 Science, Title 1 Vocational, Title 1 Health/Dental/Eye Care, Title 1 Math

All fields highlighted in Yellow **MUST BE** completed on the Enrollment Record.
 If the student is a Special Education student, the appropriate SPED fields must also be completed.

Enrollment Record of a student who is open enrolling into your school district to participate in Black Hills On-Line Learning or DIAL

Kennedy, Marilyn K
Grade:05 #117181864 Gender:F

Summary | **Enrollments** | Flags(formerly Programs) | Assessment | Behavior | Graduation | Records Transfer | Accountability

Save X Delete Print Enrollment History New

General Enrollment Information

Calendar: 12-13 Hot Springs Elem
 *Start Date: 08/20/2012
 Start Status: 00: Current Student
 Schedule (read only): Main
 *Grade: 05
 Class Rank Exclude: ☐
 *Service Type: P: Primary

Future Enrollment: Next Calendar, Next Schedule Structure

State Reporting Fields

*Resident District: Arlington 38-1: 38001
 *County: Kingsbury
 *Serving (Attending) District: Hot Springs 23-2: 23002
 Enrollment Status: O: Open Enrollment
 *Percent Enrolled: 100
 Absent Days:
 Homeless Status:
 Title 1:
 Title 1 Reading, Title 1 Supporting Guidance, Title 1 Social Science, Title 1 Science, Title 1 Vocational, Title 1 Health/Dental/Eye Care, Title 1 Math

All fields highlighted in Yellow **MUST BE** completed on the Enrollment Record.
 If the student is a Special Education student, the appropriate SPED fields must also be completed.

Creating a Black Hills On-Line Learning or DIAL Flag

In order to track which students are participating in Black Hills On-Line Learning or DIAL, we have created a flag on the State Edition of Infinite Campus. We also need you to create the same flag on your District Edition of Campus. **When creating this flag you must enter the name, code and description exactly as the state has entered it.** In doing this, it will flag all students that are participating in the program. The path to follow in creating the flag is>Programs>Flags>New

The screenshot shows the 'Flags' section of the Infinite Campus interface. On the left is a navigation menu with 'Flags' highlighted. The main area is divided into two panes. The left pane, titled 'Flags Editor', contains a table with columns 'Name', 'Code', and 'Flag'. It lists two flags: 'BHOLL' with code 'BH' and a red flag icon, and 'DIAL' with code 'DIAL' and a red flag icon. The right pane, titled 'Program Detail', shows the configuration for the selected 'BHOLL' flag. It includes fields for 'Name' (BHOLL), 'Code' (BH), and 'Description' (Black Hills On-Line Learning). Below these are checkboxes for 'Flagged' (checked), 'State Reported', 'Contact', and 'POS Display'. At the bottom, there is a 'Flag Image' dropdown set to 'flag' and a 'State Managed' checkbox.

This screenshot is similar to the one above but shows the configuration for the 'DIAL' flag. In the 'Flags Editor' table, 'DIAL' is selected. The 'Program Detail' pane on the right shows the configuration for 'DIAL', with the 'Name' field set to 'DIAL' and the 'Description' field set to 'DAIL'. The 'Flagged' checkbox is checked, and the other options ('State Reported', 'Contact', 'POS Display') are unchecked. The 'Flag Image' dropdown is set to 'flag' and the 'State Managed' checkbox is unchecked.

Once you have saved your flag, you will then attach that flag to each student that is participating in the program. To attach the flag, you bring up each student and go to his or her Flags tab. Once you are on their Flags tab, click on new, enter the flag named BHOLL or DIAL and enter the start date (enrollment start date). Once that is completed, you will see the flag for the students located at the top of the screens.

Cross Border Enrollment Agreements

The South Dakota Department of Education has negotiated enrollment agreements with three bordering states: North Dakota, Minnesota and Iowa. Copies of these agreements can be found on the DOE website: <http://doe.sd.gov/ofm/openenrollment.aspx>.

Our agreements with both North Dakota and Minnesota are “open enrollment” type programs and allow students to choose cross border attendance. Once approved by the receiving school district, the eligible students are allowed to enroll in the neighboring state without the permission or any financial obligation of their resident district. Students are counted for funding purposes in the state in which they are enrolled. The reconciliation process of counting how many students come and go from each state is determined by the State Education agencies. Only students whose resident district is a “bordering” school district are eligible for this

“cross border-open enrollment” arrangement. This is a requirement for both a SD district and a ND or MN district. For student reporting purposes please see the below examples:

MN or ND student enrolling in SD		SD student enrolling in MN or ND	
Resident district	99086	Resident district	25003
Attending district	25003	Attending district	99085 or 99086
Enrollment status	“O” open enrolled	Enrollment status	“O” open enrolled
% of day enrollment	100%	% of day enrollment	100%

Our agreement with Iowa is not an “open enrollment” type program. This agreement set a standard and uniform amount of tuition to be paid by DOE for each student that may be placed out of district/state by their resident district. This agreement does not allow for students to move freely between South Dakota and Iowa. Only eligible students from the SD districts of Alcester-Hudson and Elk Point-Jefferson are included in this agreement. All other SD districts that border IA must agree to the placement and pay tuition to the Iowa school district. If you have questions about whether a student is eligible for our agreement with Iowa please contact Susan Woodmansey at 773-4748.

IA student enrolling in SD	SD student enrolling in IA (Alcester-Hudson & Elk Point-Jefferson students ONLY)	SD student enrolling in IA (All other students)
Resident district: 99087	Resident district: 61001	Resident district: Student’s SD resident district
Attending district: 61001	Attending district: 99087	Attending district: 99087
Enrollment status: “P” tuition paid by district	Enrollment status: “T” tuition paid by other	Enrollment status: “P” tuition paid by district
% of day enrollment: 100%	% of day enrollment: 100%	% of day enrollment: 100%

Overlapping Enrollments

Overlapping enrollments are permissible for up to 90 consecutive days according to South Dakota Administrative rule 24:17:03:05 if the student is dually enrolled at any of the following entities:

Short Term Group Care

1. **Keystone Treatment Center – Canton – 41001**
2. **Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901**
3. **Our Home Rediscovery – Huron – 02002**
4. **Volunteers of America – Shelter Care – Sioux Falls – 49005**
5. **Volunteers of America – Adolescent Treatment – Sioux Falls – 49005**
6. **Volunteers of America – New Start – Sioux Falls – 49005**

JDC's (Juvenile Detention Centers)

1. **Aberdeen JDC – 06001**
2. **Huron JDC – 02002**
3. **Pierre JDC – 32002**
4. **Rapid City JDC – 51004**
5. **Sioux Falls JDC – 49005**
6. **Walworth County (Selby) JDC – 62005**
7. **Wanbli Wiconi Tipi (Todd County) JDC - 66001**

Resident District – is to keep the student enrolled at 100% with the Service Type field marked as P: Primary. The resident district needs to track how long the student is placed at the Short Term Group Care or JDC facility and must drop the student at the resident district on the 91st consecutive school day if the student is still attending the Short Term Group Care or JDC facility.

Attending District – will create an enrollment record showing their district as both the Resident and the Serving/Attending district for the period in which the student is attending the Short Term Group Care or JDC facility. The Percent Enrolled field should be marked as 100% and the Service Type field should be marked as S: Partial.

***This will allow for State Aid to be paid to both the Resident and the Attending District if the student is dually enrolled in both districts on the last Friday in September.

Homeless and Unaccompanied Youth

A student of any age may be an unaccompanied youth. When determining whether a student qualifies as McKinney-Vento eligible also determine whether the student is unaccompanied. If the student is unaccompanied, indicate that on the enrollment form.

Definition - An unaccompanied homeless youth is a youth who meets the definitions of unaccompanied youth and homeless included in the McKinney-Vento Homeless Assistance Act (42 USC §§11431-11435, 2001).

- The Act defines unaccompanied youth as, “a youth not in the physical custody of a parent or guardian” (42 USC §11434a(6), 2001). This means that the youth is not living with a parent or guardian, and includes youth who are residing with a caregiver who does not have legal guardianship and youth who are living on their own.
- The McKinney-Vento Act defines homeless children or youth as, “individuals who lack a fixed, regular, and adequate nighttime residence.”

To be eligible for services under the McKinney- Vento Act as an unaccompanied homeless youth, the student

must lack a fixed, regular, and adequate nighttime residence, and not be in the physical custody of a parent or guardian.

Age Restrictions - The McKinney-Vento Act includes no program-specific age requirements to qualify as an unaccompanied homeless youth. Thus, if a youth is eligible for K-12 public education in South Dakota, he or she may be enrolled and served as an unaccompanied homeless youth.

This screenshot shows the 'Homeless Status' and 'Unaccompanied Youth' sections of the Infinite Campus enrollment form. A callout for 'Homeless Status' explains that if a student is identified as homeless by the Homeless Liaison, the housing situation must be identified here, with a dropdown menu showing options: D: Doubled Up/Sharing Housing, E: Emergency/Transitional Shelter, H: Hotels/Motels, and U: Unsheltered. Another callout for 'Unaccompanied Youth' explains that to qualify, a student must lack a fixed, regular, and adequate nighttime residence and not be in the physical custody of a parent or guardian. The form also shows fields for *Resident District, *County (Jerauld), Citizenship, Enrollment Status, and *Percent Enrolled (100).

First Year In Country, 504 and Migrant

If you have students that are considered First Year In Country, are on a 504 Plan or is a Migrant student, you will need to check the appropriate box below.

This screenshot shows the 'Title I' section of the Infinite Campus form. Callouts highlight three specific checkboxes: '504 Plan' (with the note 'If a student is on a 504 plan'), 'Migrant Indicator' (with the note 'If a student is Migrant'), and 'First Year In Country' (with the note 'Check if the student is 1st year in Country'). Other visible fields include Gifted (N: No), Homeless Status, State Exclude, Title 1 (with a dropdown), Title 1 Reading, Title 1 Vocational, Title 1 Social Science, Title 1 Math, Title 1 Science, Title 1 Health/Dental/Eye Care, Supporting Guidance, and Assessment Exemption.

Title I

If your school is a **School-Wide** Title I school you do not need to update the Title I fields in Infinite Campus. The DOE will provide the list of School-Wide Title I schools to Infinite Campus and they will flag each student as receiving Title I services.

If your school is a **Targeted Assisted** Title I school, it is your responsibility to update the below fields on the Enrollment Tab for each of the students in your school who are receiving Title I services.

When a student transfers from one district to another or from one school to another school within the district, the Title I status does not transfer. It is the responsibility of the receiving school to update these fields.

FRAM (Free and Reduced Priced Lunch)

The Eligibility tool under FRAM (Index>FRAM>Eligibility) shows a student's eligibility for receiving free or reduced-price meal services. Eligibility records are updated when a household applies for benefits, generally at the start of a school year or during the school year. When a household is approved for free or reduced meal benefits, the student is eligible for the current school year, plus an additional 30 days into the next school year.

Eligibility for Free/Reduced Priced Lunch are entered through one of the following methods:

- **Manually Entered Eligibilities** – New eligibility records can be created manually on the Eligibility tool. This method is most often used when a district does not use the FRAM (Application Wizard)
- **Updated/Imported Eligibilities** – Existing student eligibilities can be imported to the Eligibility tool through use of the Eligibility Import Wizard. The Eligibility Import Wizard may have been used to upload direct certification files received from the state.
- **Auto-Populated Eligibilities** – When a FRAM application is processed through the (Application Wizard), the resulting eligibility will be directly populated from the wizard to the Eligibility tool. These records will display as read-only information that cannot be modified or deleted.

Additional information on how to enter your Free/Reduced Price information into Infinite Campus can be

found on the Campus Community.

Community Eligibility Provision in Infinite Campus

The Community Eligibility Provision (CEP) provides an alternative approach for offering school meals to districts and schools in low income areas, instead of collecting individual applications for free and reduced price meals.

The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs. The CEP uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Needy Families (TANF) instead of traditional paper applications. If your district is participating in CEP, you will need to complete Steps 1 and 2 listed below.

Step 1: School needs to go into Infinite Campus and update the USDA Programs information. Pathway is: System Administration>Resources>School

The screenshot shows the Infinite Campus 'School Editor' interface. At the top, filters are set for Year 15-16, School Carthage High School, and Section 1) 100S1-1 Geography. The left sidebar lists various system administration tools, with 'Resources' and 'School' highlighted. The main area displays 'Carthage High School (01) School History'. Below this, the 'USDA Programs' section is active, showing options for School Breakfast Program (SBP) and National School Lunch Program (NSLP). A dropdown menu for 'Provision' is open, showing options: 1: Provision 1, 2: Provision 2, 3: Provision 3, 4: Provision 4, and 5: CEP. The 'Provision Base Year' is set to 15-16 and the 'Provision End Year' is set to 18-19. A callout box points to the 'Provision End Year' dropdown, stating: 'Additional years need to be added to the dropdown. Right now the selection options only go to 15-16. We don't want this tied to calendar years in the product as we have trained district to not enter future years to avoid rollover issues.'

Schools will need to update the USDA Programs area of Infinite Campus with the appropriate information. Schools will enter their base year as 14-15 if beginning the CEP in 14-15. Provision End Year will be 4 years later or school year 18-19.

Step 2: School is responsible for updating each students FRAM tab with their lunch eligibility status. Pathway is: Student>FRAM>Eligibility

Free/Non-Direct/Income = Community Eligibility Provision or Provision II or Provision III

Infinite Campus District Edition Sandbox Test Site All Calendars Log Off

Index Search Help

Quest, Johnny
Grade: 12 #13010003 DOB: 02/12/2012 Gender: F

Eligibility
Save New Delete

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
13-14	Meal	Free	F	Income	09/05/2013	09/26/2014

Eligibility Detail
 *School Year: 14-15 *Start Date: 08/18/2014 *End Date: 05/29/2015 Application Name: Reference Number:
 *Eligibility Type: Meal *Eligibility: Free *Source: Non-Direct Direct *Certified Type: Income
 State Eligibility Code: No State Code

Above record would indicate a student who is receiving a Free Lunch due to being enrolled in a school offering the CEP (Community Eligibility Provision) or Provision II or Provision III.

Free/Direct/SNAP (or TANF, Foster Child, Homeless, Migrant) = Direct Certification process

Infinite Campus District Edition Sandbox Test Site All Calendars Log Off

Index Search Help

Quest, Johnny
Grade: 12 #13010003 DOB: 02/12/2012 Gender: F

Eligibility
Save New Delete

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
13-14	Meal	Free	F	Income	09/05/2013	09/26/2014

Eligibility Detail
 *School Year: 14-15 *Start Date: 08/18/2014 *End Date: 05/29/2015 Application Name: Reference Number:
 *Eligibility Type: Meal *Eligibility: Free *Source: Non-Direct Direct *Certified Type: SNAP Letter Method
 State Eligibility Code: No State Code

Above record would indicate a student who was on the Direct Certification list received from DSS to indicate they are receiving SNAP and/or TANF benefits and therefore eligible for Free Lunch.

If student is a Foster Child, Homeless or Migrant student, the appropriate selection should be selected from the list as these students are also Direct Certified.

Free/Non-Direct/Income = Normal application process

The screenshot shows the Infinite Campus web application interface. On the left is a sidebar with navigation links: Index, Search, Help, and a list of students. The main area displays the eligibility record for 'Quest, Johnny' (Grade: 12, #13010003, DOB: 02/12/2012, Gender: F). The 'Eligibility' section has buttons for Save, New, and Delete. Below is the 'Eligibility Editor' table:

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
13-14	Meal	Free	F	Income	09/05/2013	09/26/2014

Below the table is the 'Eligibility Detail' form. The 'Meal' dropdown is set to 'Free', and the 'Source' dropdown is set to 'Income'. A callout bubble points to the 'Income' source with the text: 'Above record would indicate a student who went through the normal application process and is receiving Free Lunch.'

Reduced/Non-Direct/Income = Normal application process

The screenshot shows the Infinite Campus web application interface. On the left is a sidebar with navigation links: Index, Search, Help, and a list of students. The main area displays the eligibility record for 'Quest, Johnny' (Grade: 12, #13010003, DOB: 02/12/2012, Gender: F). The 'Eligibility' section has buttons for Save, New, and Delete. Below is the 'Eligibility Editor' table:

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
13-14	Meal	Reduced	F	Income	09/05/2013	09/26/2014

Below the table is the 'Eligibility Detail' form. The 'Meal' dropdown is set to 'Reduced', and the 'Source' dropdown is set to 'Income'. A callout bubble points to the 'Income' source with the text: 'Above record would indicate a student who went through the normal application process and is receiving a Reduced Price Lunch.'

LEP (Limited English Proficient) aka ELL (Early Language Learner)

The LEP information is now located on its own tab: Index>Student information>Program Participation>LEP

Index Search Help < **Quest, Hadji J** BHOLL

Grade: 11 #133419746 DOB: 01/08/1997 Gender: M

LEP LEP Assessments LEP Services LEP Accommodations

Save Delete

Select the LEP status

Active LEP Record

*Program Status

Identified Date

Expected Exit Date

Program Exit Date

Parent Notified

Parent Declined

Comments

Census Information

**To update read only fields, please go to Census->People->Identities

Home Primary Language: SPA: Spanish; Castilian

First Entered US School: No Data Available

You will need to enter the date the student was identified.

Creating an LEP Record

1. To create an LEP Record, you must first enter the Home Primary Language and date First Entered US School, which are located on the Identities and Demographics tabs. Only the Home Primary Language field is required in order to create a LEP record however, users are highly encouraged to also enter the date First Entered US School.

Quest, Hadji J BHOLL

Grade: 11 #133419746 DOB: 01/08/1997 Gender: M

District Assignments School Choice Credentials Overrides Fees ID H

Demographics Identities Households Relationships Enrollments Dis

Save Delete Person Summary Report Demographics Data

Person Information

PersonID 85

*Last Name *First Name Middle Name Suffix

Quest Hadji J

*Gender *Birth Date (Age: 18) Soc Sec Number

Male 01/08/1997

Race/Ethnicity (Edit)

State Race/Ethnicity: WH: White, not Hispanic

Federal Designation: 6: White

Race(s): White

Hispanic/Latino: N: No

Race/Ethnicity Determination:

Birth Country

Date Entered US Date Entered US School

Date Entered State School Birth Verification

Home Primary Language

SPA: Spanish; Castilian

Nickname

Enter date first entered US School

Select the Home Primary Language

2. On the LEP Tab, select a Program Status. This value indicates the student's current LEP status.
 - LEP - Student is currently receiving LEP services.
 - Exited LEP - Student has exited the LEP program.
 - Pending - Student has been identified as possibly needing LEP services by the school but no

formal LEP determination has been conducted.

- Not LEP - The student is not eligible/does not require an LEP program.
3. If the student has taken an Initial Determination test (WAPT test) and was found eligible, enter the Identified Date. This date should reflect the date the student took the test and was identified as eligible for LEP services.
 4. If the student is eligible and currently receiving LEP services, you can enter the Expected Exit Date. (This is not a required field) This is the date the student is expected to exit the LEP program.
 5. A file will be submitted to Infinite Campus with a list of students that have tested proficient on the WAPT test. Infinite Campus will exit all students from the LEP program and will populate an Exit Date on their LEP tab. The students will no longer be reported as LEP on state or district reports. Federal reporting continues to track LEP students for two years beyond the date entered in this field.
 6. If the student took the Initial Determination test (WAPT test), enter the Parent Notified date. This is the date the letter was sent to the student's parent(s) indicating test results and if the student is eligible or not eligible for LEP services.
 7. If the student's parent(s) were notified and refused LEP services, mark the Parent Declined checkbox.
 8. Enter any Comments about the student's LEP record.
 9. Select the Save button.

Records Transfer Process

In order to eliminate unnecessary data entry and to ensure all student data is properly transferred from one district to another it is vital that districts use the Records Transfer process within Infinite Campus.

A records transfer may be requested any time after the transfer student has been enrolled in the new district. Immediately after the student's new enrollment is saved, the records transfer page will display.

Requesting Records Through the Student Locator

Student Records Transfer

Request a Records Release
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student:

Last Name

Student

First Name

Sample

Gender

M

Grade

12

Enrollment Type: Primary

Middle Name

S

Birthdate

07/10/1992

School

Alpena HS

SSN

Start Date

08/24/2011

Requesting District & User

District

Pierre

Name

Pierre Registrar

Request Date

08/25/2011

Work Phone

605-224-0000

Username

PRegistrar

Email

pregistrar@stat

Comments

Sample Student just enrolled in our school district. Please transfer his records.

Click this button to request records from the student's former district immediately. Or, request records at a later time by navigating to another tool in the Index.

Submit Request

Clicking the Submit Request button will initiate a request for the student's records. After a request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a "Waiting" status until the former district responds with the records. During this time, the new district will have no indication of which district the student previously attended. As a courtesy to your fellow districts, please respond to all requests for transfer within 5 business days.

Requesting Records Through the Records Transfer Tab

The transfer can be performed at the time of enrollment by at a later date. Requesting a transfer at a later date may be done by navigating to the student's Records Transfer tab, selecting the **New State Transfer Request** icon (if applicable) and selecting the **Submit Request** button.

Index Search Help <

System Administrator

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General

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- Census
- Behavior
- Health
- Attendance
- Scheduling
- Fees
- Grading & Standards
- Medicaid
- Programs
- Ad Hoc Reporting
- Transcripts

Tester, Nathaniel J

Grade: 07 #149855676 DOB: 09/16/1998 Gender: M

Summary Enrollments Schedule Attendance Flags Grades

Report Comments Person Documents JJ Custom table editor SSE JJ Custom

Behavior Transportation Fees Lockers Graduation Athletics

New State Transfer Request New National Transfer Request

Transfers

Request Date	Name	Status	Requesting District	Release

Records Transfer Tester, Nathaniel #

Use this tool to request the release of a transfer student's records. The following information will be sent to the former district and they will be given the opportunity to release their records. Only an exact match can yield a release, so it is a good idea to call the district to confirm this student was enrolled to let them know to expect a release request.

Student:

Last Name	Tester	First Name	Nathaniel	Middle Name	Ja
Gender	M	Birthdate	09/16/1998	SSN	
Grade	07	School	13-14 Alternative Learning Cen	Start Date	01

Enrollment Type: Secondary Services

Requesting District & User

District	06001 Aberdeen 06-1	Name	System Administrator	Username	ac
Request Date	05/09/2014	Work Phone		Email	
Comments					

Submit Request

After a request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a “Waiting” status until the former district responds with the records. During this time, the new district will have no indication of which district the student previously attended.

Completing the Process

Requesting
District

Process Inbox

Date Range to Display All Processes Find Messages

Delete Selected Messages

Process	Name	Posted Date	Due Date
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Waiting Test, Julia 12345678	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	

Receiving
District

Process Inbox

Date Range to Display All Processes Find Messages

Delete Selected Messages

Process	Name	Posted Date	Due Date
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Request for you to release Test, Julia 12345678	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	

Completing the Process

When District
is ready to
approve the
release

Student Records Transfer

Release or Reject a Request for Transfer Records
An external district is requesting the release of your district's records of a student. The request has come from an external district. The student has been enrolled in the new district, so please help to prevent incorrect data or enrollment errors.

Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request is a valid user. You may accept or reject this request, but you are encouraged to call the requesting district to verify the user's identity.

Records Transfer Lane, Susie #

Student:

Last Name

Test

First Name

Julia

Middle Name

Ruth

Gender

F

Birthdate

06/15/1998

SSN

Grade

07

School

10-11 Middle School

Start Date

08/25/2010

Enrollment Type: Primary

Requesting District & User

District

06001 Aberdeen 06-1

Name

System Administrator

Username

admin

Request Date

04/07/2011

Work Phone

Email

Comments

None.

Releasing District & User

District

32002 Pierre 32-2

Name

Administration Administration

Username

admin

Release Date

04/26/2011

Work Phone

Email

Comments

Release Records

Reject Request

Ignore Request

You may print documents or run the import wizards

Requesting District & User
District: 06001 Aberdeen 06-1
Request Date: 08/18/2011
Comments: None.

Releasing District & User
District: 06301 ABERDEEN CATHOLIC SCHOOL SYSTEM
Release Date: 08/18/2011
Comments: None.

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- IEP Import Wizard
- Special Ed Evaluation Import Wizard
- Special Ed Documents Import Wizard
- PLP Import Wizard
- PLP Documents Import Wizard
- LEP Import Wizard

Items not pertinent to the student are crossed out.

For additional information on the Records Transfer process, please see the documentation and the simulation videos available within the Infinite Campus Community at:

<https://community.infinitecampus.com/kb/display/DOC/Student+Records+Transfer>

<https://community.infinitecampus.com/kb/display/DOC/Videos+and+Simulations>

Creating an Enrollment History

Doe, John
Grade: 10 Gender: M

Transportation Fees Lockers Graduation Athletics AdHoc Letters Waiver

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New **New Enrollment History**

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	14-15 Carthage High School (100%)	09/04/2014	
	9	P	Out of State	09/02/2014	

Name your calendar. This calendar can be named anything you would

Enter grade level

Enrollment History

*Calendar Name Out of State

*Grade 9

*Start Date 09/02/2013

End Date 5/16/2014

*Service Type P: Primary

Start Status 00: Current Student

Start Comments Transfer from NC

Enter the start date for the 1st point of entry into 9th grade. If you do not know the exact date, you can use the date that your school started that year.

You may enter a comment, but it is not required

To populate the grad tab with the first point of entry in to 9th grade for a student who transfers in from an Out-of-State school, a BIE school or a Private school, you will need to create an enrollment history. First you will need to use the Student Locator and enroll the student. Once you have done that, you will open the enrollment record and click on “New Enrollment History.”

Once you have saved the record, you will see a 9th grade enrollment for your student. If you look closely, you will notice that the icon on the enrollment history is different than the regular enrollment. This tells you that you created an enrollment history.

If you go to the students grad tab, you will see that it has been populated with the first point of entry and the cohort year has also been populated.

Doe, John
Grade: 10 Gender: M

Transportation Fees Lockers Graduation Athletics AdHoc Letters Waiver

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	14-15 Carthage High School (100%)	09/04/2014	
Start Status: 00 Current Student End Status:					
	9	P	Out of State	09/02/2013	05/16/2014
Start Status: 00 Current Student Transfer from ND End Status:					

You will notice that the enrollment history record as a different icon than the regular enrollment record.

If you go to the students grad tab, you will see that it has been populated with the first point of entry and the cohort year has also been populated.

Doe, John
Grade: 10 Gender: M

Summary Enrollments Schedule Attendance **Graduation** Flags Grades Transcript C

Transportation Fees Lockers Athletics AdHoc Letters Waiver

Save

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year

Enrollment History Data

Graduation Detail: Carthage 48-2 (48002)




General Graduation Information

Diploma Date:
Diploma Type:
Diploma Period:
Date First Entered the 9th Grade: 09/02/2013
NGA Cohort End Year: 2017
NCLB Cohort End Year: 2017
Post Grad Location:
Post Grad Plans:

The first point of entry in to 9th grade and the cohort year has been populated.





























8TH GRADERS TAKING 9TH GRADE COURSES

8TH GRADERS SHOULD ONLY HAVE ONE ENROLLMENT RECORD. THIS SHOULD BE A PRIMARY ENROLLMENT IN THE MIDDLE SCHOOL AS AN 8TH GRADER.

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Fillmore Middle School 10-11	07/07/2010	
<i>Start Status: 00 Last year, public school, same district</i>					
<i>End Status:</i>					
	07	P	09-10 Fillmore Middle School	08/12/2009	06/04/2010
<i>Start Status: 00 Last year, public school, same district</i>					
<i>End Status: 01 Change in grade level</i>					
	06	P	08-09 Fillmore Middle School	09/02/2008	06/01/2009
<i>Start Status: 00 Last year, public school, same district</i>					
<i>End Status: 01 Change in grade level</i>					

****No 9th grade enrollment exists****

STUDENT'S SCHEDULE SHOULD INCLUDE ALL COURSES TAKEN AT THE MIDDLE SCHOOL AND/OR ANY COURSES TAKEN AT THE HIGH SCHOOL.

	Term Q1 (09/09/10-10/01/10)	Term Q2 (10/02/10-10/31/10)	Term Q3 (11/01/10-11/30/10)	Term Q4 (12/01/10-06/01/11)
1	8000-1 8th Grade Math Conway, Carol 	8000-1 8th Grade Math Conway, Carol 	8000-1 8th Grade Math Conway, Carol 	8000-1 8th Grade Math Conway, Carol 
2	8001-1 8th Grade Reading Bell, Caroline 	8001-1 8th Grade Reading Bell, Caroline 	8001-1 8th Grade Reading Bell, Caroline 	8001-1 8th Grade Reading Bell, Caroline 
3	8002-1 8th Grade Writing Letchford, Carol 	8002-1 8th Grade Writing Letchford, Carol 	8002-1 8th Grade Writing Letchford, Carol 	8002-1 8th Grade Writing Letchford, Carol 
4	8003-1 8th Grade Science Alderson, Chris 	8003-1 8th Grade Science Alderson, Chris 	8003-1 8th Grade Science Alderson, Chris 	8003-1 8th Grade Science Alderson, Chris 
5	9009-1 HS Algebra Ellis, Celia 	9009-1 HS Algebra Ellis, Celia 	9009-1 HS Algebra Ellis, Celia 	9009-1 HS Algebra Ellis, Celia 
6	8004-1 8th Grade Social Studies Beck, Kelvin 	8004-1 8th Grade Social Studies Beck, Kelvin 	8004-1 8th Grade Social Studies Beck, Kelvin 	8004-1 8th Grade Social Studie Beck, Kelvin 
7	8005-1 8th Grade Art Trollope, Carol 	8005-1 8th Grade Art Trollope, Carol 	8005-1 8th Grade Art Trollope, Carol 	8005-1 8th Grade Art Trollope, Carol 

****HS Algebra will show up on the HS Transcript, but a 9th grade enrollment at the high school is not needed. This is causing the incorrect cohort year to populate on the graduation tab.****

Transcript, but a 9th grade enrollment at the high school is not needed. This is causing the incorrect cohort

year to populate on the graduation tab.**

Follow these steps to replicate this type of scheduling:

1. Create the HS course at the middle school
 - a. Same course number
 - b. Same course name
 - c. Same state code
 - d. Make sure the transcript box is checked
 - e. Make sure the GPA weight box is populated if the course should count towards GPA
2. Create a section of this course with the high school teacher as the primary teacher (teacher of record)
 - a. High school teacher will need a district assignment at the middle school (make sure the teacher box is checked for this assignment)
 - b. High school teacher will need to choose the middle school from the toolbar to grade this student/these students and to take attendance
3. Schedule all pertinent students into this section
4. Make sure the grading task associated with this course has the following:
 - a. Same score group that is being used at the high school
 - b. Same credit amount as the high school
 - c. Same credit type as the high school

Fillmore Middle School Transcript				Bakos, Jacob	
Tel: (767)777-7777 Fax: (767)767-7997 610 James Burgess Rd, Suwanee, MN 45666				Student Number: 045460091 Grade: 08 Generated on 04/11/2011 02:12:08 PM Page 1 of 1	
Enrollment History			Transcript Statistics		Student #: 045460091
Start	End	Grade	School	Cumulative GPA (Weighted)	Current Grade: 08
09/02/2008	06/01/2009	06	Fillmore Middle School	3.6650	Birthdate:
08/12/2009	06/04/2010	07	Fillmore Middle School	1 of 1	Gender: M
07/07/2010		08	Fillmore Middle School	0.00%	
<hr/>					
Courses Taken 2010-2011 Grade 08					
from 0105 Fillmore Middle School					
Course	Mark	Weight	Credit		
9009 HS Algebra	B+	1.000	0.500		
9009 HS Algebra	A	1.000	0.500		
Total Credits: 1.000					
<hr/>					
Credit Summary					
High School	Attempted	Earned			
Mathematics	1.000	1.000			
Total	1.000	1.000			

When the student enters high school, the school name in the upper left-hand corner will update to the high school. The transcript record will identify that the student took this course during his/her 8th grade year, but credits will count toward high school graduation requirements. Districts have the ability to choose whether these marks will affect cumulative GPA by going into System Administration > Calendar > Calendar > Grades (see below)

Grade Level Detail	
Name (locked)	08
*Sequence Number	12
*State Grade Level Code	08: Eighth Grade
Standard Day	376
Maximum Membership Days (<= instructional days)	
Whole Day Absence (minutes)	
Half Day Absence (minutes)	
Maximum Approved School Choice Applications	0
Kindergarten Code	
Exclude from cumulative GPA/Rank calculations	<input type="checkbox"/>
Exclude from state reporting	<input type="checkbox"/>
Exempt from Assignment	<input type="checkbox"/>
Standard Code (SIF code)	

CRITERIA FOR FALL ENROLLMENT – STATE AID

- Students must be enrolled on the last Friday in September. Students who exit or fail to return to school by this date and students enrolling after this date WILL NOT be included.
- Students enrolled for any percent of the day will be included. Only whole numbers are to be entered in the Percent Enrolled field.
- Enrollment in home school is not included in the Fall Enrollment – State Aid count.
- Students assigned out of district but for whom the district pays a tuition cost for are included.
- Out of state students (except for open enrolled students from ND and MN) are excluded from the Fall Enrollment – State Aid count.
- Open enrolled students are included in the count for the school or district in which they are enrolled and served.
- Fall Enrollment – State Aid count is applicable to public school districts only.
- Enrollment in Pre-School is not included in the Fall Enrollment State Aid count.

CRITERIA FOR FALL ENROLLMENT – CENSUS COUNT

- Students must be enrolled on the last Friday in September. Students who exit or fail to return to school by this date and students enrolling after this date WILL NOT be included.
- Students must be enrolled greater than 49% to be included in the Fall Enrollment – Census Count.
- Enrollment in home school is not included in the Fall Enrollment – Census Count.
- Open enrolled students are counted in the school in which they are enrolled and served.
- Out of state students enrolled in South Dakota schools are included in this count.
- Enrollment in Pre-School IS included in the Fall Enrollment Census Count.

RACE/ETHNICITY

Within Infinite Campus, Race/Ethnicity data is located on the student's Demographics and Identities Tab located at Census>People>Demographics or Identities as shown below. To enter or make a change in the Race/Ethnicity, click on the Edit button.

Sample2, Student
Grade: 10 DOB: 10/16/1988 Gender: M

District Assignments School Choice Credentials Overrides Fees ID Histo

Demographics **Identities** Households Relationships Enrollments District

Save New

Identity Information
PersonID 118

*Last Name Sample2 *First Name Student Middle Name Suffix

*Gender Male Birth Date (Age: 26) 10/16/1988 Soc Sec Number

Race/Ethnicity (Edit) No Image Available

State Race/Ethnicity WH: White, not Hispanic

Federal Designation: 6: White

Race(s): White

Hispanic/Latino: N: No

Race/Ethnicity Determination:

Birth Country

Date Entered US Date Entered US School

Date Entered State Birth Verification

Home Primary Language

Nickname *Effective Date 07/30/2014

Comments

- Modified by: Jung, Teri 07/30/2014 11:22

The below fields will need to be populated for all students.

Sample2, Student
Grade: 10 DOB: 10/16/1988 Gender: M

District Assignments School Choice Credentials Overrides Fees ID Histo

Demographics **Identities** Households Relationships Enrollments Distri

Save New

Identity Information
PersonID 118

*Last Name Sample2 *First Name Student Middle Name Suffix

*Gender Male Birth Date (Age: 26) 10/16/1988 Soc Sec Number

Race/Ethnicity No Image Available

Is the individual Hispanic/Latino?
N: No

Is the individual from one or more of these races?
(check all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White

State Primary Race
WH: White, not Hispanic

Race/Ethnicity Determination

01: Parent Identified

02: Self Identified

03: Observer Determined

04: Unknown

Date Entered US Date Entered US School

Date Entered State Birth Verification

Is the student Hispanic? yes/no

If the student is multi-racial, check all that apply.

This field will auto populate based upon the data entered above.

Enter how the RaceEthnicity Determination was made. If the parents/guardian of the student refuses to self-identify, it will be the district's responsibility to us "Observer Identification".

RACE/ETHNICITY DESIGNATION FOR HOME SCHOOL STUDENTS

The Application for Public School Exemption Certificate form was updated to remove the race/ethnicity question due to the state having no legal authority to collect this information on Home School Students. The issue is that you are unable to save the enrollment record in Infinite Campus without having the above fields completed. The decision was made to instruct school districts to use their best guess on the race/ethnicity of the home school student in order to get the record to save. The DOE does not report the race/ethnicity of Home School students on any state or federal reports therefore the accuracy of this particular piece of data is not critical. If the student is dually enrolled in the public school district for any services/classes, then the student's correct race/ethnicity must be reported on the student's Identities Tab.

TRANSFER OF STATE REPORT FIELDS

A process is in place on the South Dakota District Edition of Infinite Campus that transfers several State Reporting fields on the student's enrollment when an individual student transfers within South Dakota. We have defined the process as to which state reporting elements transfer/do not transfer in the below scenarios.

1. **Same Year, same district:** during the same school year, a student re-enrolls in a school or transfers to a different school that is part of the same district. (e.g. student in 15-16 school year at Aberdeen District drops out of Central HS and re-enrolls during the 15-16 at Central HS, or student in 15-16 school year at Aberdeen District C.C. Lee Elementary transfers to 15-16 school year at Aberdeen District Simmons Elementary)
2. **Same year, different district:** during the same school year a student transfers to a different district that is part of South Dakota schools on Infinite Campus. (e.g. student in 15-16 school year at Aberdeen District C.C. Lee Elementary transfers to 15-16 year at Pierre District Jefferson Elementary.
3. **Different year, same district:** during the next school year a student re-enrolls in a school or transfers to a different school that is part of the same district. (e.g. student in the 14-15 school year at Aberdeen district drops out of Central HS and re-enrolls during 15-16 at Central HS, or student in the 14-15 school year at Aberdeen District C.C. Lee Elementary transfers to 15-16 school year at Aberdeen District Simmons Elementary). Only data from the school year directly before the current year will transfer.
4. **Different year, different district:** during the next school year, a student transfers to a different district that is part of the SD schools on Infinite Campus. (e.g. student in the 14-15 school year at Aberdeen District C.C. Lee Elementary transfer to 15-16 school year at Pierre District Jefferson Elementary) Only data from the school year directly before the current year will transfer.

Below are the fields from the State Reporting section of the student's enrollment that transfer/do not transfer in certain scenarios. Each of the fields are listed below and it is stated whether the field should or should not transfer in each of the four transfer scenarios outline below.

- Homeless Status – status
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER
- Migrant Indicator – checkbox
 - Same year, same district: TRANSFER
 - Same year, different district: DO NOT TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER
- First Year in Country – checkbox
 - Same year, same district: TRANSFER
 - Same year, different district: : TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: : DO NOT TRANSFER
- LEP – Current: Date, Status & Primary Language

- Same year, same district: TRANSFER
- Same year, different district: : TRANSFER
- Different year, same district: TRANSFER
- Different year, different district: TRANSFER

- Meal Status – Current: Date & Status
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER

- Title I – Current: Date, Yes/No, All Title 1 checkboxes
 - Same year, same district: DO NOT TRANSFER
 - Same year, different district: DO NOT TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER

- Unaccompanied Youth rolling:
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER

- Gifted rolling:
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: TRANSFER
 - Different year, different district: TRANSFER

- 504 Box
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: TRANSFER
 - Different year, different district: : TRANSFER

- Citizenship Box
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER

- Black Hills On-Line Learning and DIAL Flags: DOES NOT TRANSER OR ROLL FORWARD

SOCIAL SECURITY NUMBERS

While it is not required, the Department of Education strongly encourages districts to report the student's

Social Security Number (SSN) within Infinite Campus. The SSN number is used as matching criteria for the ACT match and for matches with the Department of Social Services for the Direct Certification process and the Medicaid Administrative Claiming process. When the SSN is available, it provides for a more reliable match, which helps to ensure that school districts get the maximum funding allowed and students receive the benefits they are entitled to.

Within Infinite Campus, the Social Security field is located on the student's Identities Tab located at Census>People>Identities as shown below.

claus, santa
Grade: 02 #106232077 DOB: 12/25/2000 Gender: M

Identities Editor

Identity	Current	Effective Date	Birth Date
claus, santa	X	05/06/2010	12/25/2000

Identity Information

PersonID: 340555

*Last Name: claus *First Name: santa Middle Name: Suffix:

*Gender: Male *Birth Date (Age: 9): 12/25/2000 Soc Sec Number: - - -

Enter the SSN and then hit SAVE.

IMMUNIZATIONS

Immunization records can now be printed on a H.S. transcript. The Board of Regents asked for this enhancement, as they regularly have to ask the districts for immunization records. Our suggestion for entering this information is to enter immunization for the incoming KG and also for the current seniors. You could then enter two grades a year until you are caught up. This would help to bypass the situation where schools are asked to respond on a case-by-case basis.

FORMER STUDENTS WHO ARE NOW PARENTS OR STAFF MEMBERS

- Find the students State ID number and copy and paste that into the Comments Section on the Demographics tab. This way you will have it for your records.
- Go to their census page and take out the Local Student Number and save. If the Local Student Number is grayed out, you will need to submit a ticket to Support so they can update it on the backend.
- Go to their enrollment record to see when their end date was for graduation and make that the end date as a member to their parent's household.
- Go to the relationships tab and uncheck all parent/guardian information to the former student and their guardians.
- Delete any doctor or emergency contact relationships from when the former parent was a student and no longer needed.
- You can keep the history of the parent household and the relationship history of parents/grandparents/siblings.
- If the former student has a new name go to the Identities Tab and click on New and type in the new name and comment as to why.
- Make a new household for this former student and their new child and setup like any other household.

Required Data Elements for Upload School Districts

CALENDARS

Prior to uploading a file, a calendar for each attendance center including Home School AND Sped Out of District Placement for the current year and all required grade levels for that calendar must be setup within the SD State Edition user interface. If this is not done, an error message will be displayed when an upload is attempted.

STUDENT ENROLLMENTS

Upload districts must utilize the most current File Interface Specifications when uploading their Fall Enrollment data into the State Edition. The file specs can be found on the DOE website at <http://doe.sd.gov/ofm/documents/SDEextract.pdf> Please see the previous guidance provided regarding unique enrollment situations.

STUDENTS WITH DISABILITIES DECEMBER CHILD COUNT

REQUIREMENTS FOR SPECIAL EDUCATION REPORTING AND CHILD COUNT SUBMISSION

Starting last year (December 2014) DOE implemented a new process for the collection of Child Count data. Districts now upload a data file – extracted from their district edition of Infinite Campus – to a DOE database.

For more information on how to extract, upload and submit a Child Count data file to DOE, see the below website or you may contact Susan Woodmansey at (605) 773-4748 or susan.woodmansey@state.sd.us

<http://www.doe.sd.gov/ofm/data-childcount.aspx>

One important new change to the process was the addition of a new school #97 in each public school district. This new school, #97 Sped Out of District, was created to provide a way for each district to report their out of district special education students. Previously the information was required to be reported by the serving school and frequently districts were unable to sign off and finalize their data because they needed to wait for this serving district to correctly enter their special education data on behalf of their students. Now each public school district has the responsibility to report the special education data for ALL their students – both those served in the district and those placed out of district.

Creating your new Calendar

The screenshot shows the 'Calendar Wizard' interface. On the left is a navigation menu with 'Index', 'Search', and 'Help' at the top. Below these are links for 'Ad Hoc Reporting', 'User Communication', 'Assessment', and 'System Administration'. Under 'System Administration', there are links for 'Auditing', 'Batch Queue', 'Calendar', 'Calendar Wizard' (which is highlighted), and 'School Years'. The main content area has a blue header 'Calendar Wizard'. Below the header, it says 'Copy, Rollforward, or Create new Calendar-linked Data'. A note states: 'This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.' Below this is a section titled 'Select Wizard Mode' with three radio button options: 'Create new blank Calendars' (which is selected), 'Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).', and 'Copy data into Existing Calendars'. At the bottom right of the main area are two buttons: '< Back' and 'Next >'.

Year: 14-15 District: Alpena 36-1 (36001) School: All Schools

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an exist
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow d

Edit Calendar Attributes for new Calendars

Year: 14-15
Name Template: [year][schoolname]
Number:
*Start Date: 8-18-2014
*End Date: 5/15/2015

Select Schools

Alpena Elem
Alpena Hi Sch
Alpena Jr. High
Alpena Sr. High
Home School(99)
Out of State/Private School
Private School
Sped Out of District Placement
Summer School

Run Wizard

Once you have entered your dates and selected the school, you will need to run the wizard.

You will need to enter a start and end date.

Select the "Sped Out of District Placement" school.

CTRL-click and SHIFT-click for multiple

< Back Next >

Once the wizard is done running, go to Calendar tab. Verify that your dates are correct. The next step is to enter grade levels. You will need to enter EC-12.

Alpena 36-1 (36001) School: Sped Out of District Placement Calendar: 14-15 Out District Placement

14-15 Out District Placement

Calendar Grade Levels Schedule Structure Days

New

Name	Seq
EC	2
PK	3
KG	4
01	5
02	6
03	7
04	8
05	9
06	10
07	11
08	12
09	13
10	14
11	15
12	16

You will need to include all grade levels in this school/calendar

All students enrolled in this new school, must be identified as a special education students and be placed out of district. If the public school district is responsible to ensure the student is provided FAPE (Free and Appropriate Education) and they are assigned out of district, the student should be reported in this new school. The student will be enrolled in the Sped Out of District Placement school as follows:

Key Data Reporting Fields for Students in School #97

Key Data Fields for this school are as follows:

- Percent Enrolled = 1% (a student must have at least an enrollment of 1% to be included in Child

Count),

- Service Type of “N”, Serving (attending) District = identify the school in which the student is placed and,
- Enrollment Status = “P – tuition paid by district”

The Out of District Placement facility will continue to enter a general enrollment record as they have previously and the student will be reported as enrolled 100%. This will cause an overlap, but DOE will allow when created based on students also reported in the Sped Out of District school.

The screenshot shows a web-based enrollment system interface. At the top, the student's name is "Kennedy, Marilyn K" with ID #117181864 and DOB 10/16/2001. The "School" dropdown is set to "Sped Out of District Placement". The "Calendar" is set to "14-15 Out District Placement". The "Enrollments" tab is active, showing a record for "14-15 Out District Placement" starting on 8/20/2014. The "Grade" is 07. The "Service Type" is "N: Special Ed Services". The "Enrollment Status" is "P: Tuition Paid by District". The "Percent Enrolled" is 1. The "Serving (Attending) District" is "Childrens Home Society: 49320". The "County" is "Jerauld". The "Citizenship" is "1: US Citizen". The "Gifted" status is "N: No". The "504 Plan" is checked. The "Transportation Category" is empty. Red callout boxes provide additional context: "School: Sped Out of District Placement" points to the School dropdown; "Service Type: 'N' Special Ed Services" points to the Service Type dropdown; "Where the student is being served" points to the Serving (Attending) District dropdown; "If the district is paying the tuition" points to the Enrollment Status dropdown; and "Percent enrolled will be 1%" points to the Percent Enrolled field.

IMPORTANT NOTE: Students served at either; the School for the Blind & Visually Handicapped (06302) or SD Human Services Center (63304) should also be reported by the resident district in School #97 – Sped Out of District and the enrollment status should be reported as “P-tuition paid by the district”. This does not obligate the resident district to pay any tuition but does allow the student to be included in the child count. The district does have some financial responsibility on behalf of these placements for transportation and to monitor the IEP – therefore it is appropriate for this record to reflect an enrollment status of P.

The special education information should also be completed to report and reflect ALL the services that are on the IEP for accurate reporting for child count.

Summary **Enrollments** Flags Assessment Behavior Graduation Records Transfer Accountability

Save Delete Print Enrollment History New

* [Calendar Icon] [Dropdown]

☐ Title 1 Reading
 ☐ Title 1 Supporting Guidance
 ☐ Title 1 Social Science
 ☐ Title 1

☐ Title 1 Vocational
 ☐ Title 1 Health/Dental/Eye Care
 ☐ Title 1 Math

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
08/21/2014	F: Residential Program	0355: Residential Facility
	Primary Disability	Multiple Disability 1
	525: Specific Learning Disability	
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	

Data fields that need to be filled out are, Program, Category, & the Disability. If these fields are not populated, the student will not show up on your SD child Count.

How to make a change in the Special Ed Fields within the enrollment record

- When a student has a change in their IEP< the correct way to make the change on the enrollment record is, by ending the Special Ed Fields with an exit date and an exit coded : 11: change in IEP
- You will then create a new Special Ed record within the enrollment record with the new information.
- When ending and starting a record, please do not use the same end/start date.

A District can run the SD Child Count Report at any time during the year and we encourage you to run this report monthly to verify that all students have been correctly identified.

You must have the rights to run the report. If you do not, please see your Campus Administrator. The path to this report is: SD State Reporting>SD December Child Count Report

Index Search Help < **SD December Child Count Report**

SD December Child Count is an unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an individualized education program (IEP) on Dec. 1 each year when Effective Date is null. If an Effective Date is entered, child count data will represent data as of effective date. Data will be pulled for the Year selected in the main toolbar

Extract Format: CSV Effective Date: [Calendar Icon]

Generate Extract

Select Calendars

Which calendar(s) would you like to include in the report?

☒ list by school

- Carthage Elementary
- 13-14 Carthage Elementary
- Carthage High School
- 13-14 Carthage High School
- Carthage Middle School
- 13-14 Carthage Middle School
- Home School
- Out of District Placement

Enter the effective date that you want to run this report on. If a date is not entered, it will default to December 1st.

Select SD December Child Count Report

You can run this report for all schools in your district by highlighting each school. Another way to run the report is by each individual school.

Child Count is an unduplicated count of all children with disabilities ages 3 – 21 receiving special education and related services according to an individualized education program (IEP) on December 1st of each year.

TIMELINE

In accordance with 24:17:03:02 – Students with Disabilities Child Count student data must be reported in the Statewide Information Management System according to the below timeline:

December Child Count Data: 10 business days following December 1st.

ENROLLMENTS FOR STUDENTS WITH DISABILITIES

In addition to the previous data elements listed above in Section I, there are additional data elements which must be reported for Students with Disabilities in order for the Department of Education to accurately and timely compute your district's Special Education State Aid allocation and to complete other required state and federal reporting.

On the following screen shots, you will find the Special Ed Fields area of the Enrollment Tab with the fields that must be completed.

The screenshot displays the 'Special Ed Fields' form, which is divided into two main sections. The top section contains fields for 'Effective Date', 'Special Ed Program', 'Special Ed Category', 'Primary Disability', 'Multiple Disability 1' through 'Multiple Disability 5', 'End Date', and 'Exit Code'. The bottom section contains fields for 'Physical Therapy Hours', 'Occupational Therapy Hours', 'Psychological Therapy Hours', 'Social Work Service Hours', 'Transportation', 'Recreational Therapy Hours', 'Speech/Language Therapy Hours', 'Orientation Mobility Hours', 'Other Service Hours', 'Assistive Technology', 'Audiological Services Hours', 'School Health Services Hours', 'Counseling Services Hours', and a checkbox for 'Significant Cognitive Disabilities'.

Annotations with red arrows point to specific fields:

- A box at the top center states: "The Special Ed Program, Special Ed Category and Primary Disability fields must be completed." with arrows pointing to 'Special Ed Program', 'Special Ed Category', and 'Primary Disability'.
- A box on the left states: "The Effective Date must be prior to December 1 and the end date must be blank or after December 1." with arrows pointing to 'Effective Date' and 'End Date'.
- A box in the middle states: "If the Primary Disability is 530: Multiple Disabilities, you must also complete the Multiple Disability 1 and Multiple Disability 2 fields." with arrows pointing to 'Primary Disability', 'Multiple Disability 1', and 'Multiple Disability 2'.

EFFECTIVE DATE - Used to document:

- Date student first becomes eligible to receive special education services
- Date a transfer student begins receiving special education services
- Date a change in category or disability takes effect
- First day of school for a continuing student upon creating a new calendar year

Special Ed Category

- 0100: General Class with Modifications 80-100%
- 0110: Resource Room 40-79%
- 0120: Self-Contained Classroom 0-39%
- 0130: Separate Day School
- 0140: Residential Facility
- 0150: Home/Hospital
- 0310: EC 10 hrs +, services in EC
- 0315: EC 10 hrs +, services in other location
- 0325: EC less than 10 hrs, services in EC
- 0330: EC less than 10 hrs, services in other location
- 0335: Separate Class
- 0345: Separate School
- 0355: Residential Facility
- 0365: Home
- 0375: Service Provider Location

If the student is ages 6-21 years old you must use the 0100 categories.

If the student is ages 3-5 years old you must use the 0300 categories, even if the student is in Kindergarten.

SPECIAL ED. PROGRAM/INSTRUCTIONAL PROGRAM TYPE: This data field will be used to correlate a type of instructional program identified for each special education student to expenditures reported on the annual financial report. The instructional program type should not be assigned by a student's primary disability. For example, costs associated with an instructional financial report. Below are examples and guiding principles to determine instructional type; however it is up to each district to allocate their costs and identify a student's special education instructional program in a way that best suits their district's programs and staffing patterns.

- Programs for Mild to Moderate Disabilities (A) – typically this will include students who spend the majority of the day in the general class settings and/or provided special education services for less than 50% of the regular day (for example, a district operating a 6 hour school day, a student provided special education services for less than 15 hours a week). Generally, student with a category of 100: General Class or 110: Resource.
- Programs for Sever Disabilities (B) – student receiving special education for more than 50% of the day. This should not include students placed in day or residential programs. Generally students with a category of 120: Self Contained or 110: Resource.
- Speech Only (C) - Primary disability of 550: Speech, only receiving speech/language.
- Early Childhood (ages 3-5) (D) – special education programs for preschool children ages 3-5.
- Day Program (E) - programs for students assigned to day programs offered by the district or assigned out of district. This may include students placed in community based service centers, cooperative day programs, etc.
- Residential Program (F) – programs for student served in a 24 hour residential school, such as Children's Care Hospital.
- Homebound Program (G) – special education services provided in the student's home, i.e., programs for severely ill students unable to attend school for a period time.

Special Education Category:

Ages 6-12 - The categories re as follows:

- **General Classroom with Modifications (0100):** Inside the general class 80% or more of the day. (These are children who received special education and related services outside the general classroom for less than 21% of the school day). This may include children with disabilities placed in:
 - General class with special education/related services provided within regular classes;

- General class with special education/related services provided outside regular classes;
- General class with special education services provided in resource rooms
- Educational time spent in age-appropriate community-based settings that include individuals with and without disabilities, such as college campuses or vocational sites, should be counted as time spent inside the regular classroom.
- **Resources Room (0110):** Inside general class no more than 79% of the day and no less than 40% percent of the day. (these are children who received special education and related services outside the general classroom for at least 21% but no more than 60% of the school day). Do not include children who are reported as receiving education programs in public or private separate school or residential facilities. This may include children placed in:
 - General rooms with special education/related services provided within the general room;
 - General rooms with part-time instruction in a regular class
 - Educational time spent in age-appropriate community-based settings that include individuals with and without disabilities, such as college campuses or vocational sites, should be counted as time spent inside the general classroom.
- **Self-contained Classroom (0120):** Inside the general class less than 40% of the day. (These are children who received special education and related services outside the general classroom for more than 60% of the school day). Do not include children who are reported as receiving education programs in public or private separate school or residential facilities. This category may include children placed in:
 - Self-contained special classrooms with part-time instruction in a general class; or
 - Self-contained special classrooms with full-time special education instruction on a general school campus
 - Educational time spent in age-appropriate community-based settings that include individuals with and without disabilities, such as college campuses or vocational sites, should be counted as time spent inside the regular classroom
- **Separate Day School (0130):** Includes students who received education programs in public or private separate day school facilities made up solely of students with disabilities. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private separate schools. This may include children placed in:
 - Public and private day schools for students with disabilities;
 - Public and private day schools for students with disabilities for a portion of the school day (greater than 50 percent) and in general school buildings for the remainder of the school day; or
 - Public and private residential facilities if the student does not live at the facility.
- **Residential Facility (0140):** Includes students who received education programs and lived in public or private residential facilities made up solely of students with disabilities during the school week. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities. This may include children placed in:
 - Public and private residential schools for students with disabilities; or
 - Public and private residential schools for students with disabilities for apportion of the school day (greater than 50 percent) and in separate day schools or general school buildings

for the remainder of the school day.

- Do not include students who received education programs at the facility, but do not live there.
- **Home/Hospital Program (0150):** A student is in this category if he/she is homebound/hospitalized and is receiving special education/related services as specified on an IEP.
- **Ages 3 through 5 –** (Until a student turns 6, they must use the 3 through 5 year old codes, even if they are enrolled in Kindergarten. Upon turning 6 the appropriate age 6-21 code needs to be used) Use the following decision rules to determine the appropriate educational environment category for reporting each 3 through 5 year olds. Please note that the order of the categories as listed does not reflect a continuum from least to most restrictive.
- **Regular Early Childhood Program:** A Regular Early Childhood Program is a program that includes a majority (at least 50 percent) of nondisabled children (i.e., children not on IEP's). This category may include, but is not limited to:
 - Head Start;
 - Kindergartens;
 - Preschool classes offered to an eligible pre-kindergarten population by the public school systems;
 - Private kindergartens or preschools; and
 - Group child development center or child care.

If the child is attending a Regular Early Childhood Program, he/she is to be reported within codes 310, 315, 325, or 330 as directed below. If the child does not attend a Regular Early Childhood Program at all, skip to the next section.

- **EC 10 Hours+, services in EC (0310):** Children attending a regular early childhood program 10 hours or more per week and receiving the majority of hours of special education and related services in the regular early childhood program.
- **EC 10 hours+, services in other location)0315):** Children attending a regular early childhood program 10 hours or more per week and receiving the majority of hours of special education and related services in some other location
- **EC less than 10 hours, services in EC (0325):** Children attending a regular early childhood program less than 10 hours and receiving the majority of hours of special education and related services in the regular early childhood program
- **EC less than 10 hours, services in other location (0330):** Children attending a regular early childhood program less than 10 hours and receiving the majority of hours of special education and related services in some other location.

If the child is NOT at all attending a Regular Early Childhood Program as fined above, the child is to be reported within codes 335, 345, 355, 365, or 375. Such children would be either 'Attending a Special Education Program' OR 'Attending neither a Regular Early Childhood Education Program or a Special Education Program' of any kind.

If the child attends a Special Education Program, as defined below, report the child in category 335, 345, or 355.

- **Special Education Program:** A Special Education Program includes less than 50 percent

nondisabled children (i.e., children not on IEP's). Special education programs include, but are not limited to:

- Special Education Classrooms in
 - Regular school buildings
 - Trailers or portables outside regular school buildings
 - Child care facilities
 - Hospital facilities on an outpatient basis;
 - Other community-based settings;
- Separate schools; and
- Residential facilities

STATE SPECIAL ED AID FUNDING:

Level for disability funding calculation	Disability
Level 1	Specific Learning Disabled, Speech/Language Impairment, Other Health Impaired, and Developmentally Delayed
Level 2	Emotional Disturbance, and Cognitive Disability
Level 3	Deaf/Blind, Hearing Impairments, Orthopedic Impairments, Visually Impaired, Deafness, and Traumatic Brain Injury
Level 4	Autism
Level 5	Multiple Disabilities (must include 2 or more level 2, 3 or 4 disabilities, not including Deaf/Blind)

http://legis.sd.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=13-37-35.1

Note: Residential (140) and Day School (130) Special Ed Categories can only be used if the facility only serves students with disabilities. The Special Ed Program can be Residential or Day School to reflect the funding expended.

Note: Multiple Disabilities - This should be coded if a student is identified by the IEP team as having Multiple Disabilities during the eligibility determination meeting. Do not include speech if it is only a related service.

SPECIAL EDUCATION SERVICES: THERAPY HOURS

The cells in this portion of the special education enrollment field are static fields and not tied to the effective date and end date for the category and disability codes. If changes in these fields are made, the special education enrollment does not need to be ended, simply correct the information and save.

If the student's IEP includes therapy services, report the number of hours per week for each service. (If

services are provided on a monthly basis, it is necessary for Campus reporting purposes only, divide by 4 to calculate hours per week.) Assistive Technology and Transportation do not require the number of hours, but are simply check boxes. (There may be more than one.) You should always code speech hours regardless of whether Speech is primary disability or related service.

STUDENTS TAKING AN ALTERNATIVE ASSESSMENT

Physical Therapy Hours	Recreational Therapy Hours	Audiological Services Hours
Occupational Therapy Hours	Speech/Language Therapy Hours	School Health Services Hours
Psychological Therapy Hours	Orientation Mobility Hours	Counseling Services Hours
Social Work Service Hours	Other Service Hours	<input type="checkbox"/> Participates in Alt. Assessment
Transportation	Assistive Technology	

The District should check this box if the student is taking an Alt. Assessment.

IEP PROGRAM EXIT REASON

- **01** - Not receiving SE Services: Use this code when the IEP team determines that the student no longer is eligible to receive Special Education services.
- **02**- Graduated (high school diploma): Students with disabilities who exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible. These students met the same standards for graduation as those students without disabilities.
- **03**-Graduated – The IEP Team modified the Diploma.
- **04** - Reached maximum age: Students are eligible to receive services to the end of the fiscal year (July 1 to June 30) in which they turn 21.
- **05** - Died
- **06** - Moved known to be continuing: Students with disabilities that moved out of the catchment area or otherwise transferred to another district and are known to be continuing in an educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This definition includes students with disabilities in residential drug/alcohol rehabilitation centers, correctional facilities, or charter schools if those facilities operate as separate districts, excluding normal matriculation.
- **07** - Moved not known to be continuing
- **08** - Dropped out: This includes dropouts, runaways, GED recipients, expulsions, status unknown, and other exiters.
- **09** - Refused services
- **10** - Completed IFSP prior to reaching maximum age (3) for Part C (this code is generally not used since students under the age of three are not enrolled in Campus)
- **11** – Change in IEP - When a student has a change in their IEP, the correct way to make the change on the enrollment record is, by ending the Special Ed Fields with an exit date and an exit coded : **11: change in IEP.** You will then create a new Special Ed record within the enrollment record with the new information. When ending and starting a record, please do not use the same end/start date.
- (a change in category or disability requires an enrollment record to be ended and a new record created, changes in services do not require a new record)

- **12** – Student continues (do not use this code on records at the end of the year, the Special Ed roll over wizard will only roll forward records that do not have an end date and exit reason)

Enrollment Field	Special Education Field
01 Expelled	District is obligated to provide FAPE, no exit code may be needed.
02 Discontinued education - dropout	Code 08 - Dropped out <i>or</i> Code 07 - Moved not known to be continuing (counts as a dropout for AYP graduation and dropout rates)
03 In-state school transfer	Code 06 - Moved known to be continuing
04 Student graduated, must receive a regular high school diploma (<i>Not a GED or certificate</i>)	Code 02 - Graduated, must receive a regular high school diploma (<i>Not a GED or certificate</i>) Code 03 – Graduated, but IEP team modified course requirements
05 Student died	Code 05 - Died
06 Committed to Institution	Code 06 - Moved known to be continuing
07 Reached maximum age for special education (21)	Code 04 - Reached maximum age
08 Out-of-state school transfer	Code 06 - Moved known to be continuing
09 Colony student completed > grade 8 – religious exemption	09 - Refused services

10 Student retained	Do not end the special ed record or it will not roll forward.
11 Student continues	12 – Student continues <i>(do not use this code on all records at the end of the year, the Special Ed roll over wizard will only roll forward records that do not have an end date and exit reason)</i>
12 Persistently Dangerous Transfer	06 - Moved known to be continuing or 11 - Change to IEP (if the transfer was due to an IEP team decision)
13 School Improvement Transfer	Code 06 - moved known to be continuing
14 Home School Transfer	09 - Refused services or 12- Student continues (if the school will still be providing special education services)
15 Suspended	District is obligated to provide FAPE, no exit code may be needed.
16 Home school completer	09 - refused services or 12- Student continues (if the school will still be providing special education services)
17 Discontinued Education – completed GED	Code 08- Dropped out

18 Discontinued Education – exceeds compulsory age	Code 08 - Dropped out
Does not necessarily require exit code on Enrollment field	01 - Not receiving SE Services
Does not necessarily require exit code on Enrollment field	09 - Refused services. Use this code if parent or student (if own guardian) refused services, but student is still eligible for special education.
Does not necessarily require exit code on Enrollment field	11 – Change in IEP. Use this code if category or disability have changed, such as program type or related service hours.

Mapping of codes from Exit reason on Enrollment field and Special Education field:

For more information on the December Child Count, see the link to the Campus

Community: <https://community.infinitecampus.com/kb/pages/viewpage.action?pageId=5341195>

REQUIRED DATA ELEMENTS FOR UPLOAD SCHOOL DISTRICTS

STUDENT ENROLLMENTS

Upload districts must utilize the most current File Interface Specifications when uploading their Students with Disabilities December Child Count data into the State Edition. The file specs can be found on the DOE website at: <http://doe.sd.gov/ofm/documents/SDEExtract.pdf>

Please see the previous guidance provided regarding Out of District Placements for Students with Disabilities.

ACCOUNTABILITY – YEAR END DATA

TIMELINE -

Accountability - Year End Data: Final student data must be reported by the second Friday in June.

If you have been diligent about keeping your student data current throughout the school year, the end of the year data collection should not be overwhelming for your school district. To review the proper coding of important data fields within each student's enrollment record, be sure to review the Fall Enrollment and Child Count sections of this desk guide. Important end of the year items that must be reviewed and updated are highlighted on the following screen prints.

STUDENT ENROLLMENTS

The screenshot displays the 'General Enrollment Information' form. Red circles highlight the following fields:

- *Start Date**: A date field showing 08/21/2014.
- *End Date**: A date field.
- *Grade**: A dropdown menu showing 06.
- *Service Type**: A dropdown menu showing P: Primary.
- *Resident District**: A dropdown menu showing Alpena 36-1: 36001.
- *County**: A dropdown menu showing Jerauld.
- *Sending (Attending) District**: A dropdown menu showing Alpena 36-1: 36001.
- *Percent Enrolled**: A text field showing 100.
- Absent Days**: A text field.

Callouts provide additional context:

- A yellow callout box states: "All fields with a Red 'circle' should be populated and reviewed for accuracy for all students. These fields are specifically used in".
- A blue callout box states: "This field will be auto-populated based upon attendance. The field will populate after you have completed a resync of your data." (referring to the Absent Days field).

Other visible fields include: Calendar (14-15 Alpena Elem), Schedule (Main), Class Rank Exclude, End Action, End Status, Start Status (00: Current Student), Start Comments, End Comments, Next Calendar, Next Schedule Structure, Next Grade, Citizenship, Enrollment Status, Gifted (N: No), Homeless Status, State Exclude, First Year In Country, 504 Plan, Unaccompanied Youth, Migrant Indicator, and Assessment Exemption.

Title 1

* ☐ Title 1 Reading ☐ Title 1 Supporting Guidance ☐ Title 1 Vocational ☐ Title 1 Health/Dental/Eye Care ☐ Title 1 Math

If your school is a School Wide Title I school the field to the left will be updated by Infinite Campus and you will not need to update any of the Title I fields. If your school is a Target Assisted Title I school you will need to update the Title Services the student is receiving.

Special Ed Fields

* Effective Date: 05/12/2015

Special Ed Program: Special Ed Category:

Primary Disability: Multiple Disability 1:

Multiple Disability 2: Multiple Disability 3:

Multiple Disability 4: Multiple Disability 5:

End Date: Exit Code:

Physical Therapy Hours: Occupational Therapy Hours: Psychological Therapy Hours: Social Work Service Hours: Transportation: ASD Severity Behaviors Level:

Recreational Therapy Hours: Speech/Language Therapy Hours: Orientation Mobility Hours: Other Service Hours: Assistive Technology: ASD Severity Communication Level:

Audiological Services Hours: School Health Services Hours: Counseling Services Hours: ☐ Participates in Alt. Assessment

Verify that all Title I services are populated correctly. If your student has a Special Education record, verify that the data has been reported correctly.

Important data elements to check include:

- All state published Accountability Ad-Hoc reports have been run and all errors have been resolved. These Ad-Hocs can be found at: Index>Ad Hoc Reporting>Filter Designer>State Published.
- **For Rapid City, Brandon Valley and Yankton ONLY** - All Accountability Ad Hoc reports built for your districts have been run and all errors have been resolved.
- Verify that all students who have attended your school district (even for a short time) are entered into Infinite Campus.
- Overlaps – Throughout the year, the DOE sends out periodic Overlap Reports for districts to resolve. Any unresolved overlaps still existing on the 2nd Friday in June will be resolved by DOE staff. We encourage you to run your own overlap report within Infinite Campus. You can find the report under Student Information>Reports>Enrollment Overlap.
- Dual Enrollments – When a student is dually enrolled, they can only have one primary enrollment. The second or lesser enrollment must be marked as “partial”. This is coded in the Service Type field on the General Enrollment tab.
- Transfers – When a student transfers from your district to another district, be sure to update your student data in a timely manner. **Please use the Student Records Transfer functionality within Infinite Campus to transfer the record to the receiving district.** Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the student, refer to the following administrative rule:

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to

the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

- Drops – If the student returns any time after the 15 school days, the student must still be dropped and then re-enrolled. Create a new enrollment record and use the day he/she returns as the status start date.
- Verify that the student's start and end dates on their Enrollment Record are correct. Yes, all students must have an end date on their enrollment record. These dates are used to determine if a student has been enrolled for a "Full Academic Year" (FAY) for Accountability purposes.
 - For enrollments, to be included in FAY, the student must have been enrolled in your school district from October 1 through May 1st. This will also include Students with Disabilities.
 - If the student has left your district, make sure you update the exit date and enter an appropriate exit code for the student.
 - If the student has a special education record, you need to make sure that the special education record has been ended along with their enrollment record. ****Please note that the code numbers differ between the regular enrollment and the special education enrollment.**
- Verify that you have entered the attendance for all students within Infinite Campus.
 - The attendance field on the Enrollment tab is a calculated field. In order for this field to be calculated as of today's date, you need to trigger a resync of the AttendanceSDMinute.
 - To do this you will need to go to System Administration>Data Utilities>Resync State Data – Check the AttendanceSDMinute, CustomStudent and Enrollment boxes then choose "Send Resynch" at the bottom of the screen.
- Verify that you have the Citizenship field properly coded for all of your foreign exchange students. These students are not required to take to the state's annual standardized tests. If their citizenship field is not updated correctly, the school will take a hit on their participation rate for Accountability.
- Verify that all 1st Year in Country students are properly identified within Infinite Campus.
- Verify that all LEP (Limited English Proficiency) students are properly identified within Infinite Campus. These fields are located under Student Information>Program Participation> LEP in Infinite Campus.
 - Only students who were identified as LEP using the state approved identification test should be coded as LEP.
- Verify that all your Students with Disabilities are properly identified within Infinite Campus.
- Verify that all students who receive Free or Reduced Price lunch or if you are a CEP school you have properly identified and entered on the FRAM Eligibility tab in Infinite Campus.
- Verify that the Resident District, Serving (Attending) District and County of Residence fields on the Enrollment tab in Infinite Campus for each student is correct. This information is forwarded to each County within the state of South Dakota and to the Office of School & Public Lands for funding purposes for your school district.
- Verify that you have properly entered end data for all students. You need to complete the End Date, and the End Status fields on Infinite Campus. If the student will return the following year, update the end status to (11: Student continues).
- Verify that you have updated the end status to (04 – Student graduated) and have entered an end date for all of your graduates. Be sure to enter the last day of school NOT the day of the graduation ceremony.
 - Early graduates – seniors who graduated earlier in the school year (i.e. December) should be

- given an end date as of the day they graduated, not the last day of school.
 - 8th grade graduates – DO NOT use (04 – Student graduated) for 8th grader graduates. These students should be marked as (11: Student continues or 09: Colony student completed 8th grade) whichever is appropriate for your student situation.
- Verify that all high school graduates have had the Diploma Date, Diploma Type and Diploma Period updated on the GRADUATION tab in Infinite Campus.
- Verify that the NCLB Cohort End Year for all high school students has been checked to ensure that it is accurately reflecting the correct graduation cohort year on the GRADUATION tab in Infinite Campus.

The following fields can only be filled out once a student has entered 9th grade:

Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year

The screenshot shows the 'State Graduation Record' section for student Alpena 36-1 (36001). Under the 'General Graduation Information' tab, the following fields are highlighted with red circles:

- Diploma Date: 5/17/2015
- Diploma Type: 1: Regular Diploma
- Diploma Period: SP: Spring
- Date First Entered the 9th Grade: 08/24/2011
- NGA Cohort End Year: 2015
- NCLB Cohort End Year: 2015

Other visible fields include Post Grad Location and Post Grad Plans, both with dropdown menus.

- Verify that you properly code any students who have dropped out of school during the school year as (02: Discontinued education – dropped out).
 - A dropout is defined as a student that:
 - Was enrolled in school at some time during the school year;
 - Was not enrolled on the last day of school;
 - Has not graduated from high school or completed a state approved program;
 - Does not meet any of the following exclusionary conditions:
 - Transfer to another accredited education program
 - Temporary absence due to suspension or illness
 - Excused from public school attendance (SDCL13-27-3)
 - Death
 - Summer Dropouts – these are students who were not dropouts at the close of the previous school year but who failed to enroll in the current school year. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade but does not show up for the current school year will be reported as a dropout for the current school

year. To manage this information in Infinite Campus, enroll the student with the normal start date for the school year and end the enrollment using the same date. This will cause the student to be enrolled for one day.

The screenshot shows the 'General Enrollment Information' form for a student named '09-10 Alpena Elem'. The form includes fields for 'Start Date' (08/31/2009), 'End Date', 'Start Status' (00: Current Student), 'End Status', 'Grade' (02), 'Service Type' (P: Primary), and 'Class Rank Exclude'. A 'Schedule' dropdown is set to 'Main'. A 'Start Comments' field is also present.

Callouts provide the following instructions:

- End Date:** Enter the last day of school.
- End Status:** Enter either D: Demote, P: Promote, or R: Retain.
- End Status List:** Be sure that the End Status for each student is updated appropriately. The most commonly used End Status' will be: 04: Student graduated, 10: Student retained, 11: Student continues.

The 'End Status' dropdown menu lists the following options:

- 01: Expelled, didn't return to any school
- 02: Discontinued education - dropped out
- 03: In-state School Transfer
- 04: Student graduated
- 05: Student died
- 06: Committed to institution
- 07: Reached maximum age for special-ed
- 08: Out-of-state School Transfer
- 09: Colony student completed 8th grade
- 10: Student retained
- 11: Student continues
- 12: Persistently Dangerous Transfer
- 13: School Improvement Transfer
- 14: Home School Transfer
- 15: Suspended
- 16: Home School Completer

REQUIRED DATA ELEMENTS FOR UPLOAD SCHOOL DISTRICTS

STUDENT ENROLLMENTS

Upload districts must utilize the most current File Interface Specifications when uploading their end of the year student data into the State Edition. The file specs can be found on the DOE website at <http://doe.sd.gov/ofm/documents/SDEExtract.pdf>

Please see the previous guidance provided regarding important end of the year data reporting responsibilities. Upload districts are also required to utilize all the Accountability Ad-Hoc Queries built for your use and available within the State Edition of Infinite Campus. All errors must be resolved.

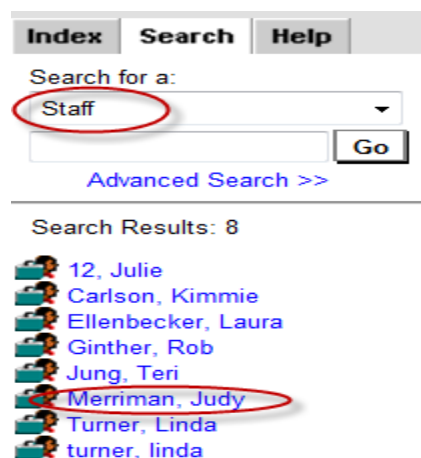
SECTION IV – CERTIFIED STAFF

STAFF MEMBERS WITHIN INFINITE CAMPUS

As the South Dakota Department of Education moves forward with their Statewide Longitudinal Data System (SLDS), and making a link for certified staff between different systems, it is important to address all relevant security concerns as they arise. In order to help maintain FERPA compliance the SDDOE is requesting that all public school districts populate the “email” field, birthdates for all certified staff member in Infinite Campus. To clarify, the SDDOE would like to have the highest possible match rate to ensure that a) we are identifying the right teacher for the right school and b) teachers are seeing the children they serve in the classroom.

The SDDOE has submitted an enhancement to have the birthdate field become a requirement for all staff members. We do not know at this time when the enhancement will be made available in Infinite Campus. At this time we are asking you to start entering or correcting the birthdates for the staff members that are currently in your system.

SEARCHING FOR A STAFF MEMBER



Index Search Help

Search for a:
Staff

Go

[Advanced Search >>](#)

Search Results: 8

- 12, Julie
- Carlson, Kimmie
- Ellenbecker, Laura
- Ginther, Rob
- Jung, Teri
- Merriman, Judy
- Turner, Linda
- turner, linda

When the profile appears, open the Demographics tab and you will enter the birthdate and the e-mail address. Please enter the appropriate (school) e-mail address.

Gender: F

[District Assignments](#)
[School Choice](#)
[Credentials](#)
[Overrides](#)
[Fees](#)
[ID History](#)

[Demographics](#)
[Identities](#)
[Households](#)
[Relationships](#)
[Enrollments](#)
[District Employment](#)

Save
 Delete
 Person Summary Report
 Demographics Data

Person Information

PersonID: 1354

*Last Name	*First Name	Middle Name	Suffix
Merriman	Judy		
*Gender	Birth Date	Soc Sec Number	
Female			

Race/Ethnicity [\(Edit\)](#)

State Race/Ethnicity: WH: White, not Hispanic

Federal Designation: 6: White

Race(s): White

Hispanic/Latino: No Data

To help with linking teachers between Infinite Campus and the LDS system, it would be very helpful for SSN numbers to be entered into Infinite Campus.

Personal Contact Information

Other Phone	Private	Work Phone	Private
() - x	<input type="checkbox"/>	() - x	<input type="checkbox"/>
Cell Phone	Private	Pager	Private
() - x	<input type="checkbox"/>	() - x	<input type="checkbox"/>
Email	Private		
	<input type="checkbox"/>		
Comments			

LISTSERV

If you are not a member of the DDN Listserv, you can subscribe at:

<http://k12.sd.us/MailingList/>

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